

How to Apply for Enrollment at River Mill Academy

1. **Applying to the River Mill Academy lottery:** River Mill Academy uses a third-party system, *Lotterease*, to run our enrollment lottery for transparency and fairness. *Lotterease* is a self-serve website that manages the Enrollment Lottery and the Waiting List that is created post-lottery. Registered *Lotterease* users can log into their account 24 hours a day, 7 days a week to check their student's status.

Since *Lotterease* is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. In addition, all activity that takes place with your application is tracked in a history log that you can view at any time by logging into the parent portal.

River Mill Academy serves kindergarten through twelfth grade. In order to apply for our lottery, please read the following carefully before visiting the *Lotterease* site.

- a. To register an account for the first time in *Lotterease*, go to the **Parents** tab of www.lotterease.com, click the **Login** button, then select **Registration**.
- b. Create a *Lotterease* Parent/Guardian account by entering your parent/guardian contact information on this screen – **DO NOT ENTER YOUR STUDENT'S INFORMATION**. The information you enter on this screen is the only information we have to contact the parent/guardian if your student is selected. Please double check for accuracy and keep it up to date throughout the entire school year.
- c. Select **Add Child**, then enter the appropriate lottery information for the upcoming school year.
 - School Name: River Mill Academy (scroll down to locate River Mill Academy in the list of participating schools).
 - Lottery Name: Select the grade that your child will enter for the upcoming school year. Then, select "Submit."
 - **VERY IMPORTANT INFORMATION:** If you select the wrong grade or preference level and do not correct it, your student will be entered into the lottery for the grade level you selected incorrectly. If you are subsequently offered a spot in an incorrect lottery your spot will be forfeited, and you must then enter your child on the waitlist for the correct grade that your student should have been placed in. River Mill Academy is not responsible for parent/guardian errors in the application process. Please double check your applications for accuracy. Proof of residency and/or preference documentation will be required for enrollment of all students.
- d. Please read the APPLICATION PREFERENCE GROUP page carefully and select any group that defines your student. **If none apply, simply hit "submit" without making a selection.** The application preference group criteria are listed below.

Please note parents who select the sibling preference group when submitting an application for their child will be prompted to enter the name of the currently enrolled sibling when completing the online application. Parents will be required to submit documentation verifying the sibling relationship if their child is selected in the lottery drawing. (Generally, a birth certificate showing that the siblings share at least one birth parent is sufficient. In the case of stepsiblings who do

not have a birth parent in common, a marriage license may also be required.)

Application Preference Groups:

1. **Staff Child.** Children of parents employed by River Mill Academy at the time of the lottery are given priority placement over all other applications.
2. **Enrolled Sibling.** Siblings of students who are currently enrolled are given priority placement over general applications for the upcoming school year. (New applicant must have a sibling enrolled at the time the application is submitted.)
 - To be considered a sibling for the lottery, applicants must meet the legal definition. Siblings include any of the following who reside in the same household: half-siblings, stepsiblings, and children residing in a family foster home. Siblings living in separate homes are not eligible under the sibling priority for enrollment. Siblings must reside in the same household at least 50% of the time.

- e. If you have multiple children applying (already enrolled children do not need to reapply), please continue to add them using the ADD SIBLING button located on the left-hand side of the screen. Please note, only siblings should be linked on *Lotterease* accounts. Do not add any other relatives (grandchildren, cousins, friends, etc.) to your *Lotterease* account.
- f. Confirmation will come from River_Mill_Academy@lotterease.com. If you do not receive an automated confirmation email with a few minutes of adding your student to a lottery, please check your SPAM folder.
- g. Once you have created a *Lotterease* Parent Account, you will be able to:
 - Monitor your student's application or waitlist status 24 hours a day, 7 days a week.
 - Edit your account (update email addresses and/or phone number, etc.) – It is the parent/guardian's responsibility to keep this information up to date, this is the only way we have to contact you if your child is offered a spot.
 - Add your student to additional waiting lists or lotteries of other schools that use *Lotterease*.
 - Remove your student from the lottery if you change your mind.
 - Accept or decline if your student is selected.
- h. **Lottery Results:** After the lottery is run, you will receive an email and text message if your child was selected, and an email if your child was waitlisted.
- i. Please be sure to add River_Mill_Academy@lotterease.com as an email contact to ensure important emails do not go to your spam folder. River Mill Academy is not responsible for emails or deadlines that are missed.

Disclaimer for Parents: Please be advised that if you falsify any information during registration or enrollment, your child's application will be null and void, and admittance will be revoked. Any application found to be falsified will be placed at the bottom of the waitlist.