

**Chelmsford High School**  
**Innovation Pathways Program**

**Lottery Process**

Chelmsford High School has developed a Lottery Procedure aligned with other protocols local districts are using for admission in Charter Schools and School-Based programs. The following criteria will be used in the case of applications exceeding the number of spots allotted for the program:

1. If there are more applicants than seats available, Chelmsford High School will hold a single lottery in which every application is randomly drawn and assigned a lottery number.
2. The lottery will be conducted on the Thursday of the first full week of March. Each year's lottery date and time will be posted on the school website; at least one week's notice will be given on this date. If the lottery needs to be moved because of a weather event (e.g., snow day), that information and the postponed lottery date will be posted on the school website as soon as possible.
3. The lottery itself is held at the Chelmsford High School (200 Richardson Rd, Chelmsford, MA) and is open to the public. A neutral person will draw the lottery. All applicants for the enrollment window will be drawn by name in the lottery and assigned a lottery number in the order that they are selected in the lottery process.
4. Applicants who do not want their name read aloud at the public lottery must inform the school directly of this preference on the application form, in which case, the applicant's initials will be read aloud.

**Post Lottery Procedures and Timing:**

1. Offers of admission to a pathway are made to students in the order determined through the above process, based on the number of openings in each grade, each year. Students who are not offered admission after the initial lottery draw are placed on a waitlist in accordance with the preferences identified above and the order their names were drawn.
2. All applicants are notified by email of their enrollment status no later than the second or third week of April. Students either receive an offer of admission or a waitlist number for their grade.
3. Admitted students must accept or decline the spot they have been offered in writing. While return of the formal accept/decline form is preferred, email correspondence indicating decline status is also accepted.