



EQUITABLE SELECTION MODEL PROCEDURES

Revised 2/3/2026

Idaho Public Charter School Commission

514 W. Jefferson St. Suite 303

Boise, Idaho 83702

Phone: (208) 332-1561

pcsc@osbe.idaho.gov

Alan Reed, Chairman

Rachel Burk, Director

Purpose

Public charter schools enroll students in accordance with Idaho Code and the terms of their performance certificates. These model procedures are intended to promote transparency, equity, and consistency in charter school enrollment practices across Idaho and to assist charter holders in implementing lawful and fair admission processes.

Charter holders are required to adopt admission procedures that comply with Idaho Code 33-5206 and should align with authorizer-approved model procedures.

This guide will help you navigate the process of collecting requests for admissions and processing those requests through the registration process. As always, the IPCSC staff are happy to answer any questions you have and/or direct you to the experts who can best help you.

This document has been prepared to provide guidance to charter schools within the IPCSC portfolio. This document is for informational and educational purposes only. To the extent anything in this document conflicts with Idaho Code Title 33, Chapter 52, Idaho Code controls. This document is not intended to substitute for professional legal advice.

Establishing the Enrollment Deadline

A charter holder shall establish an enrollment deadline for each school year and may establish an enrollment capacity below that stated in the school's performance certificate.

The enrollment deadline shall be established either by annual vote of the charter holder's governing board or through a board-adopted policy.

The enrollment deadline is the date by which all written requests for admission for the upcoming school year must be received by the public charter school.

Once enrollment information has been publicly disseminated, neither the enrollment deadline nor a reduced enrollment capacity may be changed.

Public Notice of Enrollment Opportunities

A charter holder shall strive to ensure that citizens in the school's primary attendance area, as defined in the performance certificate, are made aware of enrollment opportunities.

Public notice must include:

- The enrollment deadline
- The public charter school's total enrollment capacity for the upcoming school year
- An advisory that all prospective students will be given the opportunity to enroll regardless of race, color, national origin, ethnicity, religion, gender, socioeconomic status, or special needs

Notice shall be publicly disseminated within the primary attendance area using one or more methods, which may include printed publications, electronic communications, social media, or community-based postings.

Requests for Admission

A request for admission must be submitted in writing, either electronically or in hard-copy format, by a parent, guardian, or other person with legal authority to make educational decisions on behalf of a child residing in Idaho.

A written request for admission shall include only information necessary to determine eligibility for enrollment under the school's performance certificate, and may include:

- Name and contact information of the legal guardian
- Student name, grade level, and address
- Indication of sibling status, if applicable

For families submitting requests for multiple siblings, a single written request may be submitted on behalf of all siblings.

All requests for admission must be received by the school on or before the established enrollment deadline to be included in the equitable selection process.

If a weighted lottery has been approved through the charter and is consistent with Idaho Code 33-5206, the school may request only such additional information as is necessary to apply the approved weighting.

Determination of Need for an Equitable Selection Process

If the number of timely requests for admission does not exceed the number of available seats in all grade levels, the public charter school shall offer enrollment to all applicants and no equitable selection process is required.

If the number of timely requests for admission exceeds available seats in one or more grade levels, the public charter school shall conduct an equitable selection process. A new selection process shall be conducted each year.

Conduct of the Equitable Selection Process

The selection process shall be conducted within seven (7) days of the enrollment deadline and shall take place in a public setting. The date, time, and location of the selection process shall be publicly noticed at least forty-eight (48) hours in advance.

Only timely requests for admission received on or before the enrollment deadline shall be included in the selection process.

The equitable selection process shall include the following requirements:

- All grade levels served by the school shall be randomized to determine the order in which grade-level selections occur
- Selection shall be conducted one grade level at a time
- Students shall be selected using a random method
- Grade level and student selection shall not be conducted alphabetically or numerically
- A neutral third party with no personal interest in the outcome shall conduct or oversee the random selection

Each prospective student with a timely request for admission shall be individually entered into the selection process.

Siblings listed on a single request form shall be treated as individual applicants for purposes of selection.

Application of Admission Preferences

All students eligible for statutory preference categories shall be identified prior to conducting the selection process.

Preferences shall be applied in accordance with Idaho Code 33-5206(9) and any approved weighting contained in the school's charter.

Preferences shall be applied after random selection and shall not replace the random selection process.

Final Selection List and Waitlist

Following completion of the equitable selection process and application of preferences, a final selection list shall be established by grade level.

A waitlist shall be compiled annually and shall include:

- Students not offered a seat due to capacity limitations whose requests were received on or before the enrollment deadline, in the order selected
- Students whose requests for admission were received after the enrollment deadline, in the order received

Written requests for admission received after the enrollment deadline shall be placed at the bottom of the waitlist for the applicable grade level.

Waitlists shall not carry over from one school year to the next.

Notification and Acceptance

Within seven (7) days after conducting the equitable selection process, the public charter school shall notify legal guardians in writing of:

- An offer of enrollment, or
- The student's position on the waitlist

Enrollment offers shall specify a deadline by which the offer must be accepted in writing.

If an enrollment offer is not accepted by the stated deadline, the seat shall be offered to the next student on the waitlist for that grade level.

Seat Vacancies and Continuing Enrollment

Enrollment vacancies occurring during the school year shall be filled from the waitlist up to the enrollment capacity stated in the performance certificate or any lower capacity established by the charter holder.

Students returning from one school year to the next shall not be included in the equitable selection process and shall retain their seat unless the student withdraws or is expelled in accordance with school policy.

A student whose legal guardian provides written notice of intent to withdraw at the end of the school year shall be treated as creating an open seat for purposes of the next year's equitable selection process.