



Carter G. Woodson School 34D

**437 Goldfloss Street
Winston-Salem, NC 27127
Telephone: (336) 723-6838
Fax: 336-723-6425**

www.cartergwoodsonschool.org -

Admissions and Enrollment Policy Approved:

Name of Board Chair: Kenneth Love

Signature of Board Chair: _____

Designed by:
Kenneth Love
OF SUCCESSION

Policy Number: CGWS437 – AEP

Reference: https://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_115C/Article_25.pdf
https://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_115C/GS_115C-218.45.pdf

Overview

The Carter G. Woodson School (CGWS) is committed to and shall abide by the provisions in the North Carolina General Statutes, N.C.G.S. § 115C-218.45f, regarding Admission Requirements.

CGWS should not limit admission to students based on intellectual ability, measures of achievement or aptitude, athletic ability, or disability. Furthermore, the school should not limit admissions based on race, creed, national origin, sexual orientation, disability, religion, or ancestry.

CGWS enrolls eligible students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. In accordance with N.C.G.S. § 115C-218.45(f), CGWS may give enrollment preference to the populations denoted in the Enrollment Rules, Process, and Procedures.

CGWS seeks to achieve racial/ethnic balance through a strategic and comprehensive marketing plan. This effort includes marketing to underrepresented populations through direct mail, community postings, public service announcements, and bilingual staff.

Note:

- > The term “enrolled” throughout this policy refers to a student currently attending CGWS.
- > References to dates are defined as “Close of Business Day” on a given date indicated.
- > Lottery herein refers to selecting student applicant names by a random method, such as a system-generated process or blind drawing of individual names from a container in sequence until all names have been exhausted.
- > Sections refer to the number of available student slots.

Enrollment Rules, Process, and Procedures

Enrollment Statement

CGWS shall annually establish the number of sections offered for each grade level and the maximum number of students permitted per section.

CGWS shall enroll an eligible student who applies unless the number of applications exceeds the grade level's capacity. In such cases, the applications will be subject to a lottery process. Siblings of enrolled students and children of employees shall receive preference.

Application Period

The application period is from (month and day) _____ to _____ at 4:00 p.m. It is the applicant's responsibility to obtain confirmation from CGWS of receipt of the application. If confirmation of receipts is not received, it is upon the applicant to follow up with CGWS to request the confirmation. The annual application deadline shall be posted on the CGWS website. Applications are also available in paper form at the school's reception desk. CGWS uses the proprietary student monitoring system "PowerSchool" to accept student applications and monitor the number of applications submitted for each grade. The PowerSchool system allows the school to verify applications, monitor sibling applicant record linking and admission preferences, and manage waitlists. An application shall be accepted for the school year immediately following the close of the application period for the years as defined on the initial student application.

An initial application must be completed for each prospective student.

The school shall conduct a lottery that includes all grades in which the number of applicants exceeds the number of expected available seats.

Enrollment Preference

1. All preference categories should be published before the school conducts the lottery.
2. All offers of enrollment shall be made in the order of the lottery results.
3. Only applications received before the closure of the Open Enrollment window are eligible to participate in the lottery.
4. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.

CGWS enrollment priorities will be given to the following populations in the following order:

Siblings include all children of a family unit related biologically, by marriage or adoption to one or both parents and foster children.

- a. Siblings of currently enrolled students admitted to CGWS the previous year. Siblings include any of the following who reside in the same household: stepsiblings, half-siblings, and children living in a family foster home.
- b. Once sibling preferences have been filled, limited to 15% of the school's total population, CGWS will give preference to any child of a staff member, defined as an individual with an at-will letter with the school employed at CGWS during the open application period. Employees who become engaged after the open enrollment period and wish to enroll their child will have the child's name added to the bottom of the employee preference portion of the waiting list.

Enrollment of children of the school's board of directors shall be limited to fifteen percent (15%) of the school's total enrollment.

- a. When siblings apply for admission to CGWS and a lottery is necessary, the school will enter one surname into the lottery to represent all the siblings applying at the same time. If that surname of the sibling is selected, all the siblings will be admitted if space is available and does not exceed grade level capacity.
- b. If multiple birth siblings apply for admission to the school and a lottery is needed, CGWS will enter one surname into the lottery to represent all the multiple birth siblings applying at the same time. If the surname of the multiple-birth siblings is selected, then all the multiple births shall be admitted.

Process:

Noted: Before the lottery date, siblings of enrolled students may be placed on the enrollment list if the application is received before the deadline. After that date, any further applicants are placed on the bottom of the sibling portion of the waiting list.

Before the lottery date, the school administration shall create a roster for all currently enrolled students to the next grade level. This will determine the number of potential seats available. Based on the number of applications received, it will be determined if a lottery needs to be held for preferences (siblings and children of staff members) before the general applications lottery.

One person from the Student Services office, the administration, and the school board shall conduct the lottery drawing. All will sign a form certifying the lottery results and process.

CGWS administration or their designee will notify families of their child's status following the lottery.

Waiting List

As applications continue to come in after the lottery date, names will be added to the bottom of the waiting list in the order they are received, based on the date and time. If they are siblings of currently enrolled students, they will be added to the bottom of the sibling preference list. If they are employees' children, they will be added to the bottom of the employee preference portion of the waiting list.

As any admitted students drop from enrollment, all prospective students on the waiting list move up one position, and the student at the top is notified of the opening.

Notification to parents/guardians that a student from the waiting list has been offered enrollment shall be by phone and email.

Parents/guardians will have 48 hours to accept or decline enrollment. Failure to respond within 48 hours may constitute a decline of enrollment. The student's name will be removed from the waiting list, and submission of a new Initial Student Application will be required.

If a student responds to the offer of a position within the allotted timeline but declines to enroll, they will be asked if they wish to stay on the waiting list for the remainder of the school year. If they choose not to remain on the list, their Initial Student Application will be considered void and will not roll over into the following year's lottery. Students who wish to remain on the waiting list for the remainder of the school year will be contacted only after all other students on the waiting list for that grade level have been allowed to accept an open position, for any further open positions during the current school year.

Waiting lists shall remain in place for one school year. All names will be re-entered into the lottery each year, provided the lottery box is checked on the initial application for inclusion, as well as on new applications.

Enrollment

The completion of an enrollment packet is required for enrollment.

A meeting with Student Services and Administration and a school tour are recommended. Meetings and tours are by appointment only.

Parents/guardians must maintain contact with the school and respond to requests for information once they have accepted a position for their child. Failure to communicate within 7 calendar days may require that the position be offered to another student and, therefore, would no longer be available.

Upon submission of an application, the information is reviewed to determine eligibility for attendance. Proof of age requirement is verified. At each step of the admission process, the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored, and reports will be created to determine the need for a lottery, waitlists, and letters of acceptance. If there is an over-subscription for any grade level at the end of the Open Enrollment period, a lottery will be conducted.

The following items are typically required for all accepted students:

- > Proof of residence
- > Authorization for the request of the cumulative folder
- > Birth certificate or other satisfactory evidence of date of birth
- > Social Security Card (where warranted)
- > Report card and/or transcript
- > Current immunization records and medical history
- > Other documentation as may apply

Withdrawn students

If a student withdraws from CGWS, the parent or guardian shall complete and return a withdrawal form.

Students who have withdrawn and wish to re-enroll will be subject to the same policies and lottery process as other students.

If policies adopted by CGWS conflict with the applicable North Carolina law, the provisions of the law will apply and take precedence.

NOTE: This Policy is applicable until amended by the CGWS Board of Directors and confirmed by CGWS Administration

Last reviewed during Board meeting on: Monday, Oct 19, 2026

Board Chair: Kenneth Love, Esq.

DocuSigned by:
Kenneth Love
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10/20/2026

Carter G. Woodson School (CGWS)
437 Goldfloss St., Winston-Salem, NC 27127
Cartergwoodsonschool.org: 336-723-6838

Student Enrollment Lottery Application

This application is designed for Carter G. Woodson School (CGWS) as a **North Carolina public charter school**. It is intended for families applying for admission through the school's open enrollment and lottery *process*. The application is designed to support North Carolina charter school admissions requirements under **N.C. General Statute § 115C-218.45**. Requirements may include nondiscriminatory admissions, lottery procedures, and student privacy protections. The application intentionally excludes questions about disability, IEP or Section 504 status, academic achievement, discipline history, citizenship, family income, and other information that should not be used to determine lottery eligibility.

_____ – _____ School Year • Complete one application per student • No application fee

Application window: _____ to _____ Lottery date: _____

Return to: _____

1. Student information

Student legal first name: _____ Middle: _____ Last: _____

Preferred name (optional): _____ Date of birth: _____

Grade applying for in _____ SY.

Is the student applying with a twin/triplet or other multiple-birth sibling? ☐ Yes ☐ No

If yes, sibling name(s): _____

2. Parent / legal guardian contact

Name: _____

Relationship to student: _____ Phone: _____

Email: _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Preferred method of notification: ☐ Email ☐ Phone ☐ Postal mail

3. Possible enrollment priorities — verification required

Check any that may apply. Checking a box does not guarantee preference. CGWS will apply only preferences authorized by state law AND its approved, published lottery policy.

- ☐ Sibling currently enrolled at CGWS
- ☐ Sibling applying to CGWS for the same school year
- ☐ Eligible child/grandchild of qualifying CGWS full-time staff or board member
- ☐ Parent/legal guardian on active military duty
- ☐ Other priority expressly listed in CGWS approved lottery policy:

For a sibling or qualifying relative, provide name and relationship:

4. Parent/guardian acknowledgment

I request that the student named above be considered for admission to CGWS. I certify that the information provided is accurate to the best of my knowledge. I understand that a timely application does not guarantee a seat; if applications exceed available capacity, the school will determine admission under its lawful lottery procedures. CGWS may contact me regarding this application and verify any claimed statutory preference. No enrollment records or disability information are required to submit this lottery application.

Parent/guardian signature: _____ Date: _____

For CGWS office use only

Application ID: _____ Received date/time: _____

Grade: _____ Timely? ☐ Yes ☐ No Verified preference category: _____

Lottery / waitlist ID: _____ Outcome: ☐ Offered ☐ Waitlisted ☐ Other

Notification date/method: _____ Staff initials: _____

Admissions notice: CGWS does not discriminate in admission on prohibited grounds. Students are not screened by academic performance, disability, or other prohibited criteria. Currently enrolled students need not reapply. The school will provide its lottery procedures, deadlines, and accessible application assistance upon request.

Legal reference: N.C. Gen. Stat. § 115C-218.45. Administrative draft: confirm grade offerings, deadlines, school contact details, and approved lottery preferences before publication.