**Community Learning Center Schools, Inc**

**Alameda Community Learning Center (ACLC)**

**Nea Community Learning Center (Nea)**

**Admission Procedures**

May, 2017

**Siblings and multiples priority**

**Issue: Multiples (Twins, Triplets)**

**Policy:**  In the case of a family with twins or triplets, if one (twin, triplet) sibling is accepted in the lottery or subsequently, the remaining sibling (s) (twin, triplet) will also be offered admission if there is space available in the class.

**Procedure:** SchoolMint can and will be configured at the beginning of each lottery cycle to allow multiples (twins, triplets) to be placed in the lottery as a single unit. When one (Twin, Triplet) is pulled, the other will get the same lottery number. If space available, all will be offered admission at the time of the highest lottery number.

After the lottery period, multiples (twins, triplets) will be grouped together and if space is available for all, offers will be made.

If not space for all, an offer will be given to the learner with the highest waitlist number. The other (twin, triplets) will then be placed first on the waitlist.

**Issue: Siblings of newly admitted learners.**

**Policy:** After a new learner has accepted an offer of enrollment and completed all registration as well as submitted documentation necessary for said enrollment, the learner’s siblings may then apply the sibling priority to their application.

**Procedure:** After verification from the school site that all registration information and documentation has been submitted a family can then apply the sibling priority to additional applicants in the same family.

It is up to the individual family to apply the sibling priority to the applications on their SchoolMint account applications.