



## Instructions for enrolling in the Sibling Lottery for the 2022-2023 School Year

All currently enrolled students at Piedmont Community Charter School will be automatically enrolled for the 2022-2023 school year, unless you notify a registrar otherwise. If you notify the school that your child is withdrawing from PCCS, that student will be removed from Piedmont's enrollment and must re-apply through the lottery. **Siblings of currently enrolled students at PCCS (who are not currently enrolled but wish to enroll for the 2022-2023 school year) should enroll for the sibling lottery using the steps below.**

Our online platform for lottery applications is through **Lotterease**. Please call a registrar if you do not have access to a computer so they can set up a time for you to use a school computer. **You must enter all sibling applications into Lotterease by 3:00 p.m. on March 30th to be considered for the sibling lottery.**

Follow the step-by-step instructions (document with screenshots found [here](#)) to enter siblings of current PCCS students into the sibling lottery through Lotterease for the 2022-2023 school year. Again, currently enrolled students do not need to be entered into the Lotterease program because they have been enrolled automatically by the school.

### **INSTRUCTIONS**

- 1) Click the green “**Click here for the Enrollment Lottery Application**” button located on our school webpage at [www.pccharter.org](http://www.pccharter.org).
- 2) You will be directed to Lotterease's enrollment site, located at [https://app.lotterease.com/cgi-bin/sl\\_V2\\_1.pl?session\\_id=&user\\_id=&account\\_id=244&nav=Parents\\_Registration](https://app.lotterease.com/cgi-bin/sl_V2_1.pl?session_id=&user_id=&account_id=244&nav=Parents_Registration).
- 3) For parents & guardians who do not have a Lotterease account, click on the “Registration” tab located on the left hand side of the screen and create a new account. If you already have a

Lotterease account, click on the “Login” tab to log into your existing account. There is a “Forgot Password” link, if needed. (Please check your Spam email folder for email replies.)

4) Enter the Parent/Guardian demographic information on the “Registration” page and click Submit. This will save your account information so you can log back into your account in the future.

5) You will be directed to the “Add Child” screen. Enter your student’s information at this time and click Submit.

6) Select the appropriate grade level lottery to enter your child. This should be the grade you anticipate your child will be in for the 2022-2023 school year. Click Submit. \*Please note, if you apply for the incorrect grade level, you must remove your child’s application from the incorrect lottery and re-apply to the correct grade level lottery.

7) **If you are applying for a sibling of a student who is already enrolled as of the 2021-2022 school year, you must click the "Enrolled Sibling" checkbox when applying for the sibling.** Otherwise, the application will default to a general lottery application rather than a sibling application.

8) If you are applying for additional siblings, click on the “Add Sibling” tab located on the left hand side of the screen and complete the information screens for each additional child being entered into the sibling lottery.

Lotterease information can be updated as needed. It is important that the information entered in Lotterease is accurate as Lotterease’s **primary means of communication** is through the information provided in your account (primarily through **email addresses**).

If you have trouble accessing or updating your Lotterease account, please contact either:

- Connie Ravan (connie.ravan@pccharter.org) - Elementary Campus - (704) 659-4808 ext.4317
- Cindy Guthrie (cindy.guthrie@pccharter.org) - Middle School Campus - (704) 659-4808 ext. 4650
- April Wofford (april.wofford@pccharter.org) - High School Campus - (704) 659-4808 ext. 1116 for assistance.