

Piedmont Community Charter School Enrollment FAQ's

Open Enrollment - Lottery

How long is the open enrollment period for the lottery?

The open enrollment period for each new school year at Piedmont Community Charter School is between the beginning of January and the end of March. All applications received by the open application deadline will be entered into the lottery that is held in April. Any applications received after the cut off date will be added to the bottom of the existing grade level waiting lists.

Is it better to apply early, on the first day the lottery application process opens?

All applications must be received during the open enrollment period in order to be entered into the lottery. All of the applications received during that time will be added into the grade level lotteries and assigned a number through Lotterease's randomizer. Available seats will be filled from the grade level lottery lists. Applying early does not increase your child's chances of being enrolled.

How do I apply to the lottery for multiple children?

Within your Lotterease account, click on "Add Sibling" to add each of your children. Make sure to click "Enter Into Lottery" for each child, applying to their specific grade level lotteries. Proof of guardianship will be required when completing enrollment forms.

What if my demographic information changes? Who should I let know?

Log into your Lotterease account and click on your name. Click "Edit Account" to make changes to your demographic information. Make sure to click "Submit." You may also email any of our Registrars so that they can update their information. Lotterease works through automated email messages, so it is crucial that you maintain current contact information.

Which applicants receive priority in the lottery?

Priority enrollment is given to specific applicants, based on our Charter School tier levels. Tier 1 includes PCCS full time staff members' children or grandchildren, along with current Board of Directors' children and grandchildren. Tier 2 includes siblings of currently enrolled students. Tier 3 includes all public applicants.

What is required to enroll my child into Piedmont Charter?

*Parents and Legal Guardians are required to submit a copy of their child's original or certified birth certificate (not Mother's Copy), a copy of your current Driver's License, proof of address (Lease Agreement, Mortgage Statement, Utility Bill, Tax Bill, Water Bill, Residency Affidavit), and your child's current Immunization Record. Kindergarten students or students new to public school in N.C. must provide a [N.C. Health Assessment Form](#) by the first day of school.

As a child's Legal Guardian, can I enroll them into Piedmont Charter?

Legal Guardians can enroll children into Piedmont Charter as long as they present current court documentation showing their right to make educational decisions for the child, along with the child's original or certified birth certificate.

How will I know if my child is selected through the lottery?

Lotterease works through automated emails. The day of the lottery, you will receive an email with notification of your child being selected or that they are on the waiting list. Each time there is movement (an applicant declines their spot or misses their deadline), Lotterease will move through the list and email the next applicant for selection, awaiting confirmation.

What are the steps once my child is selected through the lottery?

You must confirm your child's spot or decline their spot before the allotted deadline listed in the email that will be sent to you. There will be a link provided in the email, or you can sign into your Lotterease or Enrollease account to make the change.

Lotterease: Sign in to your account, click on your child's name, click on "View Lottery Application," click on the "Edit" under "Action," then click on "View Enrollment Form."

Enrollease: Sign in to your account, before your child's application expires. Follow the link provided in the email from Lotterease that allows you to either confirm their spot or decline their spot. You must confirm within the allotted time listed in the email before your child's application expires. Upon confirming, you will receive an email with a link to an enrollment form for your child.

What if my child was selected but I didn't receive an email?

First, check your Spam folder for the email message containing the confirmation link. You can always sign into your Lotterease account through our website. Click on your child's name and click to select "Confirm Attendance" or "Decline Attendance."

What if I applied for the wrong grade level for my child in the lottery?

Piedmont Charter's grade level lotteries work independently of one another, so you would need to click on your child's name and "Remove (them) from the (incorrect grade level) lottery" then "Enter (them) into the (correct grade level) lottery." If the lottery has already been held, your child will be placed at the bottom of the current waiting list for their grade level.

How long will I have to submit my enrollment paperwork?

Deadlines for submitting enrollment forms will be noted in the emails received after confirming your child's spot. Applicants selected during the lottery will receive additional time for submitting their paperwork, with deadlines decreasing as we move into the Summer months. Once we draw closer to the beginning of the new school year, deadlines will be shortened to hours versus days in order to fill enrollment.

When is the N.C. Health Assessment Form due?

As a new Kindergarten student or student new to N.C. public school, you are required to submit a health assessment form. This form must be submitted by the first day of school, along with your child's current Immunization Record. Students have a firm deadline of 20 calendar days after the first day of school, or else they will not be able to attend school until the forms are submitted, per the [NCDHHS website](#).

Why does my child's enrollment form still show "Pending" even though I submitted all paperwork and information?

Each campus' Registrar must check every student's enrollment form and manually mark them as "Complete." You will receive an email from Lotterease if information is missing and needed.

How do I know where my child is on the waiting list?

Sign into your Lotterease account and click on your child's name. Click on "View Lottery Applications" to see where your child is on their grade level lottery's waiting list. Lotterease will also send email messages to parents as their child moves through the waiting list.

How will I be notified if my child is selected from the waiting list?

Parents/Guardians will receive an email from Lotterease when their child has been selected. You can also sign into your Lotterease account and view your child's lottery application to see if they were selected and are in a "Pending" status awaiting confirmation from the parent.

What if we've decided to no longer apply to Piedmont Charter?

Prior to the lottery: Sign into your Lotterease account, click on your child's name, and click "Remove from the Lottery."

Following the lottery: Sign into your Lotterease account, click on your child's name, and click to decline their attendance. This will free up a spot for another applicant.

How long will my child remain on the waiting list?

PCCS will continue selecting students from the current waiting lists when there is an open seat. We will continue enrolling students until the 20th day of our new school year. After 20 days, our lotteries will close and be archived. Applicants who were not selected and wish to apply again will need to sign into their accounts and apply during the new year's lottery beginning in January.

If my child is selected and completes their enrollment form, will they have to apply again each year?

All students who enroll at Piedmont Charter School will remain enrolled unless they notify PCCS that they are withdrawing. All currently enrolled students are automatically re-enrolled each year, unless they withdraw during the year. Former students who have withdrawn will need to reapply through the lottery.