

## FREQUENTLY ASKED QUESTIONS

### How do I apply to Brooks DeBartolo Collegiate High School?

Student applications must be submitted via the [BDCHS Online Application](http://www.bdchs.org) (Google Form) available at [www.bdchs.org](http://www.bdchs.org). Students must be entering their 8<sup>th</sup> grade year or must be currently enrolled in a high school; please do not submit applications for individuals that do not meet this grade level requirement.

- Upon submission of the online student application form, applicants will receive an automated form submission receipt indicating the application has been received.
- The deadline for the submission of applications for the upcoming school year is December 31st at 11:59 PM.
- **Important Note: Only applications submitted via the online form will be accepted beginning April 16, 2018**
  - Individuals who would like to complete an application but do not have access to the internet may complete the application online at our campus (a designated computer/electronic device will be available in the Office of Student Services or the Media Center/Front Office for application submissions).
- Student applicants must also be registered in the lottery program, *Lotterease*, by the application deadline. The link to *Lotterease* can be found on the enrollment page of the school's website, [www.bdchs.org](http://www.bdchs.org).

### How does the lottery work?

#### *Logistics of the Lottery*

- A web-based lottery program, *Lotterease*, will randomly sort all lottery eligible applicants in each grade level. Visit [www.lotterease.com](http://www.lotterease.com) for more information (*Note: Applications and Lotterease registration must be received by the application deadline, December 31st at 11:59 PM.*)
- A lottery will be held for grade levels 9, 10, 11, and 12 starting with 9<sup>th</sup> grade.
- Parents/Guardians will be able to check the status of their student's application and lottery registration through their *Lotterease* account

#### *Seat Availability Determination*

If there are 300 applicants for 9<sup>th</sup> grade and 125 (out of 150) openings because there are 25 siblings, the randomizing program will randomly sort all 300 student applicants and the first 125 will be offered a seat; the rest will make up the waiting list (in the order in which they were randomly selected).

#### *Preference Groups*

Applicants that meet one or more of the following criterion will receive "preference" in the lottery:

- Siblings of currently enrolled BDCHS students
- Children of BDCHS board members
- Children of BDCHS employees
- Children of active military duty members of any branch of the United States Armed Forces (proof of active duty service will be requested for confirmation)

### What if I have two children in the same grade level applying?

If one sibling is offered a seat and the seat is accepted, the other sibling will move up the list automatically to the next available seat offer.

### How is the number of openings determined?

Siblings of currently enrolled BDCHS students, children of BDCHS employees or board members, and children of active military personnel have preference in the lottery. This is permissible under F.S.S. 1002.33. The number of available seats is determined after the number of students in each of these categories has been determined.

- In January of each year, parents/guardians of BDCHS students are requested to notify BDCHS if their students in grades 9-11 will not return for the following year. This information allows BDCHS to determine the number of available seats for grades 10-12 that next academic year.
- **Note:** *Most of the movement for the 9<sup>th</sup> and 10<sup>th</sup> grade waiting lists occurs during the summer months after the school year ends, right up to the first day of school.*

### **What happens if there are no openings in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade at the time of the lottery?**

The names will be randomly sorted in order to create waiting lists for the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

### **May I attend the lottery?**

The lottery is run via the web-based *Lotterease* system and is open to all registrants to view online. The *Lotterease* system runs the lottery electronically and results are viewable online in real time by all lottery registrants.

### **How will I be notified of the lottery results?**

Within three business days following the lottery, you will be notified by email if your student is selected for a seat offer. If your child was placed on the waiting list, your email notification will be sent after the lottery and will include what number he/she is on the waiting list.

It is important you check your junk/spam folder for emails regarding the lottery and/or waiting list. Emails about the lottery and waiting list will come from [BDCHS@lotterease.com](mailto:BDCHS@lotterease.com).

*Lotterease* will send an email to the email address provided for the *Lotterease* account if your student was “selected” or “waitlisted”.

#### *Definition of Terms*

- **Selected:** student has been offered a seat for the upcoming year in the grade level for which individual applied
- **Waitlisted:** student has been placed on the waiting list for the upcoming year in the grade level for which individual applied and has been provided a number on the waitlist

### **What if I change my mind about having my student enter the lottery?**

At any time before the lottery, you may update information in *Lotterease*. This includes removing your student’s registration in *Lotterease*.

### **What if I do not have an email address?**

An email address is required for an application to be submitted to BDCHS.

### **I applied early in the application window. Does that make a difference?**

The randomizing program results in a random selection of students. The date an application and *Lotterease* registration is submitted as long as the submission is by 11:59 PM on December 31st.

- Exception: If the number of applications does not exceed the number of seats available in the grade level to which an individual applies, applications will be accepted be on a first-come, first-serve basis until all seats are filled. However, based on past application volume, this is very unlikely to occur.

### **If my child is selected, what is the next step?**

You will have **seven** calendar days to formally accept or decline the seat once it is offered.

- The number of days to accept or decline the seat may be changed from **seven** days to **three** days as we approach the start of the school year (typically July 1st)
- **Calendar days includes holidays and weekends;** there will be no exceptions if parents/guardians are on vacation.
- IF THERE IS NO RESPONSE TO THE SEAT OFFER OR IF THE SEAT OFFER IS DECLINED, THE SEAT IS FORFEITED AND THE NEXT CHILD ON THE WAITING LIST SHALL BE CONTACTED; your student’s name will be removed from the list.

**I have two children in the same grade (or two in different grades on the waiting list). What happens if, after the initial lottery run, one child is offered a seat and the other one is further down on the list and there is not an opening at that time for his/her sibling?**

If you accept the seat for the one, the second will be moved to the top of the waiting list and will be offered the next available spot. We cannot create a space for the second child.

- Your child's placement at the top of the waiting list depends on how many other siblings were also moved based on the order of the selection

**Can my child attend BDCHS if he or she attends an out of county public school?**

If your student is selected and attends a school outside of Hillsborough County, he or she must have permission to attend a school outside the county. Please contact the BDCHS Registrar/Data Processor at [jmoreno@bdchs.org](mailto:jmoreno@bdchs.org) for information on this process. The Registrar/Data Processor will guide you through the process for requesting an out of county release. Your student cannot be enrolled at BDCHS unless he or she is released from the district of enrollment *and* has received approval from the School District of Hillsborough County.

- The funding allocated to the child by the state of Florida travels with him/her from school district to school district and must be accounted for using this approval process.

**What happens if my student is placed on the waiting list, and we live in a different county?**

If your student is placed on the waiting list, it is strongly recommended that you follow the same procedure as if your student was selected to attend BDCHS as described in the section above. Most of the movement on the waiting list occurs during the summer months. Out of county assignment requests are approved at monthly school board meetings so it is a good idea to get a head start just in case you are contacted for an opening.

**Am I notified each time my student moves up on the waiting list?**

You will be able to view your student's place on the waiting list through *Lotterease*.

**How am I notified if there is an opening?**

*Lotterease* will send a seat offer via the email address provided on the *Lotterease* account to notify the parent/guardian. If a seat offer is made after the start of the school year, the school counselor may contact you to review your student's course needs to ensure we have course availability in the specific courses your student requires. Once offered a seat, you will have the number of days outlined in the seat offer email to respond.

DURING THE APPLICATION AND SEAT OFFER PERIOD, ANY CHANGES TO YOUR EMAIL ADDRESS SHOULD BE UPDATED BY YOU IN *LOTTEREASE*.

**My student was selected to attend BDCHS but was accepted to a magnet school. BDCHS is our first choice—what should I do?**

Parents are required to contact the Hillsborough County Public Schools Choice Office in order to decline at the magnet or choice school (do not contact the school to which they were accepted directly). You may be asked to complete a form in order to officially decline the spot at the magnet program. If a parent does not formally communicate to the magnet office to decline the magnet spot, the student will automatically be assigned to the magnet program and will not be enrolled at BDCHS.

**What if I decline the seat at BDCHS and then change my mind?**

Once a seat offer is declined and/or forfeited the next student is contacted and offered the seat. You are welcome to reapply and will be added to the end of the waiting list.

**What if my student is not offered a seat for the 2018-2019 school year, and I would like to enter the lottery for the 2019-2020 school year?**

Students wishing to apply for the 2019-2020 school year would need to reapply for the 2019-2020 school year using their existing *Lotterease* account. The application period opens August 1st each year.

**How do I learn more about BDCHS and visit the school?**

We encourage all prospective students and families to visit our school during a scheduled Prospective Student Open House. The open house is an opportunity to learn all about BDCHS and to take a tour with a Student Ambassador. The Prospective Student Open House begins promptly at the scheduled start time with a presentation and ends with a tour of the school. The Prospective Student Open House schedule can be found on the enrollment page of the school website, [www.bdchs.org](http://www.bdchs.org). Valuable information about BDCHS can also be found on our website.

**Does BDCHS offer shadowing?**

We do not offer shadowing due to the large number of applicants and the need to preserve instructional time for our students.