LEARN Charter School Network
Enrollment and Lottery Policy

Policy	Enrollment and Lottery	Owner	Stephanie Cagadas
Department	Enrollment	Updated	November 10, 2026

LEARN Illinois Lottery and Enrollment Policy for New Students to the LEARN Charter School Network

This policy must be available on LEARN's website as per CPS requirements; please update https://www.learncharter.org/enroll-policy/ if any changes are made to this document.

LEARN Charter School Network ("LEARN") shall make enrollment decisions in accordance with the Illinois School Code and this Enrollment and Lottery Policy.

If your child is new to the LEARN Charter School Network, below are the steps for applying to, and enrolling at LEARN. If you have questions or need help with our application and registration process, feel free to contact our Student Recruitment and Enrollment Manager at 773-733-7320, Monday - Friday from 8AM - 4PM.

New Student Applications for LEARN Charter Schools in IL

1) Confirm whether your child is eligible to apply to (and enroll at) LEARN

- Any child who resides within the municipal boundaries of any of our schools – specifically, the City of Chicago, City of Waukegan, and the City of North Chicago – is eligible to apply to the school in the child's city of residence. LEARN's application requires proof of residency, which will be verified prior to a child enrolling at LEARN.
- For kindergarten and first grade only, a child must be five or six years old, respectively, on or before September 1st of the school year the child plans to enroll in that grade. LEARN requires proof of age (in the form of a birth certificate, passport, etc.) prior to a child formally enrolling in kindergarten or first grade.

2) Complete and submit an application for your child by the relevant deadline:

- Application deadlines vary based on the city of the LEARN school to which your child applies
  - Waukegan: 11:59 PM on 3/3/27
  - Chicago: 11:59 PM on 2/24/27
  - North Chicago: 11:59 PM on 4/14/27
- Apply online here **(new users will first need to create an account)**
  - Since LEARN uses the same application for all Illinois schools, you may submit just one application to have a child apply to multiple LEARN schools

3) LEARN's Lottery Policy:

- LEARN will conduct a lottery for each school that has, by the application deadline, more eligible applicants for enrollment in the school and grade than are spaces available.
- Lottery dates are below and custom to the city in which your school is located. All lotteries are virtual and open to anyone who would like to attend. Virtual links will be posted prior to the lottery date on the school website.
    - Waukegan: 3/10/27
    - Chicago: 3/3/27
    - North Chicago: 4/21/27
- All LEARN School lotteries only have ONE preference in the lottery:
    - **Enrolled Sibling Preference**
        - Siblings are defined as students who share at least one parent or legal guardian
        - A child will receive enrolled sibling preference if that child i) has submitted an application to a LEARN school AND ii) is the sibling of a student currently enrolled at that school. The sibling currently enrolled at that school must still be enrolled at that school as of the date a student submits all registration documents (assuming the student receives and accepts an offer from that school). This preference also applies for siblings who apply for enrollment after the lottery. A child will not receive preference if the child's sibling was previously enrolled at LEARN and has since graduated or transferred to another school.
    - **LEARN 6/10 Military Preference**
        - LEARN 6 and LEARN 10 may set aside up to 33% of its seats for students with parents assigned to the federal military base with the remainder assigned pursuant to the enrollment and lottery requirements set forth herein.
        - If a student with a parent assigned to the federal military base withdraws from the charter school during the course of a school year for reasons other than grade promotion, those students with parents assigned to the federal military base shall have preference in filling the vacancy.
- All LEARN lotteries are random and run by accredited electronic lottery software, (Powerschool).
- All LEARN lotteries will be videotaped and time/date-stamped. Additionally, the LEARN Chicago campuses lottery will be witnessed and videotaped by an independent third party. For Chicago schools, Chicago Public Schools will receive a video of the lottery 10 days after the lottery has concluded through Epicenter.
- After the lottery concludes and on the same day the lottery is held, LEARN will notify parents/guardians of their child's offer or waitlist status by e-mail and mailed letter.
- A waitlist will be submitted to LEARN's authorizer on a quarterly basis.

4) If your child receives an offer (through the lottery or if a lottery did not need to be held), Congratulations! Accept your seat and register your child immediately to guarantee your child's seat for the upcoming school year.

- If your child receives an offer to register at more than one LEARN school, your child can only register to enroll at one school.

- If you receive an offer of admission, you have seven (7) business days to accept it through the PowerSchool Enrollment email. If LEARN does not receive a response from you within this timeframe (and after three documented attempts to contact you), your offer is given to the next child on the waitlist for that school and grade.
- If you receive offers from multiple LEARN schools, you can only accept one offer.
- Once you accept an offer on behalf of your child, you then have ten (10) business days to complete the registration form and submit all required documents for your child to be considered fully enrolled at the school and grade. Your child will not be considered enrolled until you have submitted all required documents. If you do not submit all required documents for your child within ten (10) business days (and after three documented attempts to contact you), your child's seat is relinquished to the next person on the waitlist.
- The required registration documents include the following:
    - **Proof of Current Address**: Includes, but is not limited to, any **two** of the following documents. If the child's living arrangements present challenges to providing proof of current address, please contact the school your child will be attending for additional support.
        - Current utility bill;
        - Illinois driver's license or State of Illinois identification card;
        - Deed;
        - Employer identification card;
        - MediPlan/Medicaid Card;
        - Voter registration card;
        - Court documents;
        - Illinois Department of Public Aid card;
        - Stamped United States Post Office change of address form;
        - Illinois state aid check/social security check; and
        - Other identification cards issued by a federal or state agency.

    - **Proof of Age Eligibility**: Proof of age includes, but is not limited to, one of the following documents. Additionally, to enroll your child in Kindergarten or 1st grade, your child must have reached the age of five or six years, respectively, on or before September 1st of the year the child enrolls in that grade
        - Child's birth certificate;
        - Child's baptismal record;
        - Passport;
        - Court documents; or
        - Medical records

    - **Proof of Good Standing**: If your child is new to LEARN and enrolling in first grade or higher, you must send LEARN a letter of good standing from the school your child previously attended, in order for your child to enroll at LEARN. No student will be allowed to enroll at LEARN without first

complete the entire term of any suspension or expulsion from any public school in Illinois. If your child is coming from another public school in Illinois, you must complete and submit **this** document.

- **Release of Records from the Child's Current School**: Applicable if your child is transferring to LEARN. Students previously enrolled in a private school (including home school), foreign school, other charter school, or other school district who seek enrollment in LEARN are subject to transcript evaluation to determine proper grade placement.

- **Proof of Sibling Relationship**: Applies if the child's application listed the child as a sibling of a current LEARN student. Acceptable forms of sibling verification include:

  - Court papers (if legal guardian) verifying guardianship of both children
  - Medical or dental records proving both children live in the same household
  - Birth certificates verifying both children share one or more parents/legal guardian

5) If your child is placed on the waitlist after the lottery:

- If your child is offered a seat from the waitlist, you have three (3) business days to accept or decline their seat, after which their seat is relinquished to the next child from the waitlist. LEARN will make three documented attempts to contact you during these three (3) business days.
- Your child's waitlist seat is maintained for the entire school year for which your child is applying. If a seat becomes available and your child is next in line on the waitlist, you will be notified via email and phone call based on the contact information you provided in your PowerSchool Enrollment application.

6) Siblings of new students who are fully enrolled for the next school year, will receive secondary priority as long as a seat is available for that campus and grade level.

FREQUENTLY ASKED QUESTIONS

Q: I missed the deadline to submit my child's application to a LEARN school. Can my child still attend a LEARN school for the upcoming school year?

A: Maybe! You can call our Student Recruitment and Enrollment Manager (773-733-7320 or email enrollment@learncharter.org) to confirm which LEARN campuses still have openings. You can also feel free to apply to as many LEARN campuses as are in your child's city of residence. Your child can still receive an offer to attend any campus that still has openings, or get added to the waitlist for a campus that does not have openings.

If you have a current student enrolled at LEARN and a sibling is applying after the lottery process, the sibling will be placed on the waitlist until a seat is available.

Q: I submitted applications to multiple LEARN schools on behalf of my child. What happens next?

A: If a lottery is required and a child receives a seat at more than one LEARN school, the parent can choose which single LEARN school their child may attend. When a school choice is made, your child has relinquished their seats at other LEARN campuses, and these seats will be offered to waitlisted students.

Other Information

- LEARN is an open enrollment school and does not discriminate in the recruitment, application, or enrollment process on the basis of race, color, national and ethnic origin, religion, or ability/disability.