



Lottery Policy/Guidelines

Each school year, beginning in October, the Cardinal McCloskey Community Charter School (“CMCCS” or the “School”) accepts applications for grades K–5 for the following academic year. When there are more student applicants to the School than seats available, student admission is determined through a random lottery process in accordance with New York State law, which is conducted during the first week of April of the enrollment year.

Students who are not selected in the lottery will be placed on a waiting list for a seat that may become available in the future.

If there are vacancies and no waiting list, then seats are filled on a first-come, first-served basis.

Seating Preferences

Consistent with New York State law, certain applicants are given preference in the lottery. See preferences below:

- Resides in District 10;
- Has a sibling currently enrolled in the School;
- Returning students;
- Has a parent employed at the School;
- Is a foster child*.

Note: Preferential seating will be granted to foster children residing in the same household, as well as to their biological siblings, regardless of whether those siblings are currently in foster care.

--	--

Registration Process

Families who have been offered a seat at CMCCS have seventy-two (72) hours to accept their offer. Offered seats that are not accepted will automatically rescinded seventy-two (72) hours later. You must contact the main office should you have any questions or require assistance with registration.

Required Forms/Documents

The following forms/documents are required for registration:

- Student Birth Certificate/Passport
 - If a birth certificate or passport are unavailable, the following are sufficient documents: (1) record of baptism; (2) official driver’s license; (3) state or other government issued ID; (4) school photo ID with date of birth; (5) consulate identification card; (6) hospital birthing records; (7) military dependent ID; (8) Native American tribal document; and (9) records from non-profit international aid agencies and voluntary agencies.
- Parent/Guardian ID



- 2 Proofs of Address
 - The following are sufficient documents: (1) copy of a residential lease or proof of ownership of a house or condominium (e.g., deed or mortgage statement); (2) statement by a third-party landlord, owner, or tenant from whom the parent(s)/guardian(s) lease from or live with (either sworn or unsworn); (3) such other statement(s) by a third party establishing the physical presence of the parent(s)/guardian(s); (4) pay stub, income tax form, utility or other bills; (5) membership documents based upon residency; (6) voter registration document(s); (7) official driver's license, learner's permit, or non-driver ID; (8) state or other government issued identification; and (9) documents issued by federal, state, or local agencies.
- Student Information Sheet
- Health Information Survey
- Language Survey
- Ethnicity Survey
- Growth For Success Survey
- Media Release Consent
- McKinney-Vento Survey
- Household Income
- Emergency Contacts

*Consistent with applicable law, families in Temporary Housing/Shelters are not required to submit documentation immediately after accepting an offer from CMCCS.

REVISED: 5/6/26