



My School DC Lottery Policies

Creative Minds International
Public Charter School

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Creative Minds International Public Charter School accepts applications through the My School DC common application and lottery process and has adopted the following policies:

Underage Applications

Creative Minds follows the My School DC policy for age cutoffs and cutoff dates.

Over-age Applications

For children with a birth date after June 1, families may apply to the age-eligible grade level or, if the family believes that the child is not ready for the eligible grade, to one grade level below.

A child cannot be entered into the lottery for two grades. For example, a family with a child who turns four years old on June 3 may apply to preschool (PK3) or to prekindergarten (PK4) but not to both grade levels.

Sibling Preference

Sibling preference applies to children residing in the same household. If siblings do not have the same parent or legal guardian, each parent or guardian must show proof of residency for the same address.

Reverse Decline

Families sometimes change their minds about declining a seat at Creative Minds and request a reverse decline. A reverse decline will be granted if there is at least one open seat at the relevant grade level.

Student Leave of Absence for Short-Term Relocation Out of State

Previously enrolled students are defined as students who were enrolled at Creative Minds and officially withdrew because the family relocated outside the Washington, DC, metropolitan area (including Northern Virginia and Maryland).

Requesting a Leave of Absence

Students enrolled at Creative Minds for at least one academic year may be eligible for a short-term leave of absence, in limited circumstances. Prior to the leave of absence, a parent or legal guardian must submit an “Intent to Return Form” to the Creative Minds director of operations & compliance. The school will provide a copy of the form to the family upon request.

To be granted a leave of absence, a student must meet the following conditions:

- The student’s family is moving out of the Washington, DC, metropolitan area (including Northern Virginia and Maryland).
- The student is not leaving Creative Minds to attend another school in the Washington, DC, metropolitan area (including Northern Virginia and Maryland).
- The leave of absence will last no more than two years.

Reenrolling after a Leave of Absence

To reenroll at Creative Minds, a parent or legal guardian must (1) notify Creative Minds by February 1 immediately preceding the school year in which the student wishes to return, and (2) complete enrollment paperwork, including residency verification, by July 1 immediately preceding the returning school year.

Families must also submit a letter requesting reenrollment. The letter must contain the following:

- Verification that all conditions of the leave of absence were maintained
- The requested grade level for the reenrolling student at Creative Minds

Upon receipt of the reenrollment request, Creative Minds will determine whether the student meets the requirements for returning to school. If the requirements are met, Creative Minds will process the student for reenrollment. This process will include an assessment of the appropriate grade level for the student.

If a student struggles academically upon returning to Creative Minds, the school will reassess the grade-level placement.

Previously enrolled students must reenroll at Creative Minds no later than October 1 of the returning academic year.

Students returning from a leave of absence are considered current students and will be placed in the current grade. They will not be placed on the waitlist. If returning students have siblings who were not previous students at Creative Minds, the siblings must apply via the My School DC lottery. These students will follow the admissions rules for siblings at Creative Minds.

Lottery Preferences

Creative Minds offers the lottery preferences below, in the following order:

- Sibling enrolled
- Child of staff
- Sibling offered