



13.0 Enrollment and Lottery

13.1 Lottery Policy

1. Lottery Overview

If the number of children applying to WPCS exceeds the number of available spaces, students will be selected for admission by random lottery on a grade-by-grade basis, as required by Maryland law. Spaces will be offered in the order of the names drawn, with the rest of the names creating the waiting list. If the number of applicants for a given grade does not exceed the number of available spaces, all applicants will be offered admission to the school in that grade.

2. Lottery Requirements

All lottery applicants must be residents of Baltimore County Maryland. If an applicant does not currently reside in Baltimore County, but is planning to move, they may apply, but will not be enrolled unless they can prove residency within their enrollment window.

3. Lottery Timeline

The lottery opens every November for the next school year. The Lottery closes in February. The exact dates for each year will be posted on the application in November.

The Lottery Drawing is held approximately 2 weeks after the lottery closes. The date for the drawing will be posted on the application in November. The Lottery Drawing is open to the public and will be posted on the Watershed website and social media pages.

It is recommended but not required that prospective applicants visit an open house. Dates will be posted in November for each school year. Individual requests for tours will not be accommodated.

Currently enrolled students do not have to complete an application for the next school year.

All students not currently attending Watershed must complete the application for the next school year, including those who have siblings that currently attend Watershed.

Wait List placements from the previous School Year do not carry over and prospective students should complete an application for the next school year should they wish to reapply.

Multiple enrollments require separate applications for each child. Completion of the siblings section of each child's application is also required. Incomplete or inaccurate applications will disqualify applicants.

Watershed will not know exactly how many spaces are available in upper grades until the end of the school year so students in those grades will be placed on a Waitlist until such time as spots are available.

4. Enrollment Timeline

An acceptance letter and/or email and a registration form will be mailed to all accepted applicants no later than one month after the Lottery Drawing. This letter will contain information about setting up a registration appointment to finalize your enrollment. Scheduling a registration appointment will confirm acceptance of the student's space at Watershed. If Watershed does not receive confirmation of registration appointment within the designated window, the space will be offered to the next applicant on the waitlist.

Kindergarten enrollment will occur first. Families will have 10 business days to complete registration.

First- eighth will be offered enrollment windows as spaces become available. Families will have 10 business days to complete registration once notified of an opening.

If families fail to register in that time frame, it will be considered a forfeiture of their enrollment space and no other action will be taken by the front office. The space will be offered to the next person on the waitlist.

Documents should be collected as soon as you receive your letter, contacting the school without documents will not extend the timeline.

If you are in a Shared Domicile living arrangement, the school must be aware of this right away to start that process with the PPW.

Students who are placed on the waitlist will also receive a letter and/or email notifying them of their status and waitlist number no later than one month after the Lottery Drawing. Families will not receive updated wait list status, but will be contacted as soon as there is a spot available.

Students who apply to Watershed after the Lottery has closed will be added to the waitlist in the order of application date and time.

5. Enrollment Requirements

The enrollment requirements at Watershed are the same as all Maryland Public Schools. Families will be asked to provide:

- Enrollment Form
- Lease or deed (please contact the office if your lease/deed is not in your name)
- 3 pieces of current mail
- Student Birth Certificate
- Parent/guardian Photo ID
- Immunization Record
- New Student Health History
- Maryland Schools Physical Examination
- IEP or SST/504 (if applicable)
- Withdrawal/Transfer packet from previous school

6. Withdrawal

Students who withdraw from Watershed for any reason lose their space at Watershed. Previously withdrawn students are welcome to reapply at the time of the next lottery.

7. Sibling Definition

A sibling is defined as a brother and/or sister who resides in the same household and shares a common parent/ guardian, or are legally adopted by the same parent/ guardian, or are the legal responsibility of the same parent/ guardian.

8. Shared Domicile Definition

According to Baltimore County Public Schools Rule 5150 Section D, shared domicile processes “will be followed when a child is domiciled with a parent in a residential dwelling located in Baltimore County with another person or persons. The parent must contact the PPW or residency investigator for the school attendance area for the address of the shared domicile residence.”

If the applicant’s name is not on the deed or lease for the dwelling in which they reside, they must contact the main office upon their acceptance letter to start the shared domicile process. You will be granted an extra week to complete the extra paperwork, please contact the PPW at the start of your enrollment period, waiting until the last minute will not result in an extension.