Admissions & Lottery Compliance Packet

Purpose: This review packet combines the school's existing 2026-2027 lottery process with clarifying revisions, the charter school complaint notice, distribution procedures, a short lottery-interest form, notification templates, a distribution log, and a website-evidence checklist.

Contents

1. Revised admissions, public random drawing, waitlist and withdrawal procedures
2. Required Education Code § 47605(e)(4)(D) notice-distribution procedure
3. Charter School Complaint Notice and Complaint Form
4. Lottery Interest Form (proposed; distinct from registration packet)
5. Public lottery and admissions/waitlist notification templates
6. Notice-distribution log and website evidence page

School website and published application

Policies & Procedures: https://www.myafcs.org/board-governance/policies-procedures

Online portal and posted notice: https://americasfinestcharterschool.aeries.net/enrollment/

Existing 14-page admissions/registration application, 2026-2027: https://www.myafcs.org/_files/ugd/a2b3a9_76f9551c0e3d4a0b86abc1bef8600b62.pdf

The published application is linked, not reproduced in this packet. School personnel should attach the existing file for submission and revise its pre-enrollment documentation checklist before further use.

1. Admissions and Lottery Procedures

A. Open access / eligibility

America's Finest Charter School (AFCS) is a public charter school serving TK-8. AFCS is open to all eligible pupils in accordance with applicable California law and its charter. Admission is not conditioned on a pupil's school performance, English-language status, disability, homelessness, economic circumstances, race, ethnicity, nationality, foster-youth status, or other protected characteristic. Residency within San Diego Unified School District (SDUSD) may be used as a lottery preference to the extent authorized by law and the school's approved charter, not as a general exclusion of otherwise eligible California residents.

B. 2026-2027 application window and method

The existing 2026-2027 AFCS policy identifies December 2, 2025 through March 21, 2026 as its open application window. One lottery request is submitted for each applicant child. The existing policy directs families to the online portal: https://americasfinestcharterschool.aeries.net/enrollment/. Staff should assist families who need help accessing or understanding the process and should explain any separately published paper registration packet.

Applying for a seat or lottery placement must be distinguished from completing registration after admission. AFCS will not require prior school records, immunization documents, residency proofs or other student records as a condition of placing a pupil in the lottery or accepting an enrollment request. After a seat is offered and the pupil is enrolled, AFCS may gather records and health documentation as authorized by law for attendance, services and records administration.

C. When and where the lottery occurs

If eligible applications exceed seats available in a grade, AFCS will hold a public random drawing within 30 calendar days after the March 21, 2026 close of the published application period, at the school's 730 45th Street location in San Diego, or at another publicly announced accessible location. The school must communicate the actual date, start time, place, participation/observation information and how families receive the required notice before the drawing. The source policy specifies a random computer drawing conducted by a community member who is neither employed by AFCS nor a parent of an enrolled pupil.

D. Preferences and safeguards

The source policy identifies children of AFCS staff, siblings of currently enrolled AFCS pupils, and children residing within SDUSD boundaries as preference categories. The priority order, verification rules and whether each preference has been approved by the chartering authority must be checked against the operative charter and authorizer approvals before conducting the drawing. The preference system must not unlawfully limit access for pupils in protected groups.

AFCS does not require parent/guardian volunteer hours as a criterion for admission or continued enrollment.

E. Conduct and recordkeeping

Before the drawing, announce the number of available seats in each grade. A unique applicant number may be used to protect applicant identity during public results and waitlist publication. Continue the random drawing until all applicant identifiers are drawn. Place applicants not offered available seats on the grade-specific waitlist in the order drawn. Retain the lottery announcement, numbers of available seats, drawing method, priority rules, results, waitlist and notices for school records.

1. Admissions and Lottery Procedures (continued)

F. Seat offers and waitlist

When a grade-level opening becomes available, AFCS contacts the next eligible family on the waitlist using the contact information supplied on the request. Under the source policy, a parent/guardian has 24 hours after contact to indicate an intention to enroll; the school should document attempted contacts and follow appropriate accessibility/translation accommodations before moving to the next applicant. If a family declines or does not respond within the applicable policy window, the school proceeds to the next applicant. The existing policy ends each year's waitlist annually.

An offer of a seat shall not be withheld solely because a family has not yet provided school records or attended an in-person registration meeting. Staff will support the post-offer registration process without imposing an unlawful pre-enrollment records condition.

G. Enrollment, withdrawals and protections against pushout

Families who accept an offered seat will receive registration instructions and information about applicable immunization or attendance requirements. Requests to leave AFCS will be documented and processed using normal records/attendance procedures. Before a pupil's disenrollment, AFCS will provide the state-developed Charter School Complaint Notice to the parent/guardian (or to the pupil if age 18 or older) and record when and how it was given. AFCS will not encourage or pressure a pupil to disenroll or transfer for academic, disability, language, economic or other prohibited reasons. Suspension/expulsion decisions follow applicable due-process procedures and are not a substitute for voluntary withdrawal.

H. Website and family notice

Maintain a publicly accessible copy of the current Charter School Complaint Notice on the AFCS website and provide a copy at each of the statutory trigger points: (1) inquiries about enrollment; (2) before conducting a lottery; and (3) before disenrollment. Maintain written distribution evidence, including delivery date, method and recipient group. The notice should be available in accessible formats and languages when needed.

Administrative items to confirm

- Confirm authorizer-approved preference order and any age/grade thresholds in the operative charter.
- Confirm whether the 24-hour acceptance period and annual waitlist expiration match current board-approved policy.
- Confirm online lottery request versus the separately published 14-page registration packet.
- Publish any approved replacement policy and corrected registration checklist; archive prior versions.

Source: AFCS Admissions & Lottery Process 2026-2027 (uploaded four-page policy); California Education Code § 47605(e)(1), (2) and (4); CDE Charter School Complaint Notice (March 2023). This is a working revision, not a determination of legal compliance.

2. Required Complaint Notice Distribution Procedure

Statutory basis: California Education Code § 47605(e)(4)(D). Some older monitoring checklists refer to § 47605(d)(4)(D), the prior numbering. The requirement is to post the state-developed notice on the charter school's website and provide it at three specified points.

Responsible positions

Enrollment/front office staff: provide notices and log the date/method. Registrar/data staff: maintain versioned copies and records. School administrator/designee: verify notices are given prior to each lottery and disenrollment. Website administrator: maintain public posting and screenshots.

Workflow

1. At any enrollment inquiry (in person, phone, email or web form), provide the Charter School Complaint Notice as an attachment, printed handout or accessible URL with an offer of a paper copy. Record the inquiry date and distribution method, without gathering unnecessary pupil records.
2. Before the public random drawing, distribute a copy of the current notice to applicant families via their available contact method and make it available at the drawing. Save the dated family communication, mailing log, email template or handout roster. Distribution must take place before, not only at or after, the drawing.
3. Before any pupil disenrollment, give the notice to the parent/guardian or to the pupil if age 18 or older and document date, delivery method and staff member. Do not treat providing the notice as permission to discourage enrollment or disenrollment.
4. Keep the state notice posted directly on the school's public website, in a readily findable location such as Policies & Procedures/Enrollment, in addition to any Aeries enrollment-page posting. Check links periodically and take actual browser screenshots showing URL and notice content.
5. Retain the current notice version and completed distribution log with the relevant enrollment/lottery/withdrawal records in accordance with the school's retention requirements. Offer translation or accessibility assistance when needed.

Suggested distribution tracking fields

Date provided; trigger (inquiry / before drawing / before disenrollment); recipient category or applicant ID; delivery channel; document version; staff initials; supporting evidence retained; notes.

Public website locations confirmed on November 19, 2026

School Policies & Procedures: https://www.myafcs.org/board-governance/policies-procedures (lists both the 2026-2027 admission application and lottery process).

Aeries enrollment portal: https://americasfinestcharterschool.aeries.net/enrollment/ (contains a Charter School Notice and Form and link to complaint form).

Website text was verified through public webpage retrieval on November 19, 2026. An authentic browser screenshot was NOT available to embed; see the website-evidence capture page at the end of this packet.

3. Charter School Complaint Notice

America's Finest Charter School | Education Code § 47605(e)(4)(A)-(E)

California Education Code requirements

California charter schools may not discourage a pupil from enrolling or seeking enrollment for any reason, including academic performance or any of the following characteristics:

- Academically low-achieving; economically disadvantaged; English learner
- Ethnicity; foster youth; homeless; nationality
- Neglected or delinquent; race; sexual orientation; disability

A charter school shall not request a pupil's records or require the parent/guardian/pupil to submit the pupil's records before enrollment.

A charter school shall not encourage a pupil currently attending to disenroll or transfer for any reason, except for lawful action under applicable suspension/expulsion procedures.

The school shall post this notice on its public website and provide a copy (1) when a parent, guardian or pupil inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a pupil.

Complaint procedure

A person who suspects a violation may submit the Charter School Complaint Form to AFCS's charter school authorizer, electronically or in hard copy:

San Diego Unified School District
4100 Normal Street, Annex 15
San Diego, CA 92103
Phone: (619) 725-7107
Email: charteroffice@sandi.net

State-developed model notice and form: https://www.cde.ca.gov/sp/ch/documents/rescscomplaints0323.pdf

Notice content adapted for formatting from the existing AFCS PDF and the California Department of Education model. The school may instead post the official CDE PDF completed with authorizer information.

3. Charter School Complaint Form

Submit this form to the charter school authorizer listed below. This is not an AFCS internal appeal requirement.

Complainant name: _____

Email address: _____

Mailing address: _____

Phone number: _____

Date of problem: _____

Charter School: America's Finest Charter School, 730 45th Street, San Diego, CA 92102

Basis of complaint (check all that apply)

[ ] A pupil was discouraged from enrolling or seeking to enroll.

[ ] Student records were requested or required before enrollment.

[ ] A pupil was encouraged to disenroll or transfer to another school.

Please describe the facts, relevant dates and individuals involved

Write details here or attach additional pages.

Send completed form directly to

San Diego Unified School District - Charter School Office
4100 Normal Street, Annex 15, San Diego, CA 92103
charteroffice@sandi.net | (619) 725-7107

Based on the CDE Charter School Complaint Form and information in the existing AFCS policy. Keep a blank version available to families.

4. Lottery Interest Request Form - Proposed

Use only if AFCS elects to adopt a separate lottery-interest form. The source 2026-2027 policy specifies an online request through Aeries; this paper layout is supplied as a review-ready alternative/accessibility aid, not as a statement of current process.

School year / grade sought: 2026-2027 Grade: _____

Student legal name: _____

Date of birth: _____

Parent / guardian name:

_____

Phone: _____

Email: _____

Mailing or home address (for communication/preferences):

_____

Lottery preference claims (verification after request, if applicable)

[ ] Sibling currently enrolled at AFCS [ ] Child of AFCS staff [ ] Home residence within SDUSD

Sibling name/grade (if applicable): _____

Accessibility or language assistance requested (optional): _____

I understand that expressing interest does not guarantee a seat. I do not need to provide school records, immunization documents or other pupil records to submit this request. A public random drawing may be held when applications exceed seats.

Parent / guardian signature: _____ Date: _____

Notice provided at inquiry? [ ] Yes [ ] No Method/date: _____

Staff-use fields: receipt date/time _____ applicant ID _____ entered in lottery list by _____. No Social Security number, academic records, disability details, income information, or citizenship/immigration data should be collected on this interest form.

5. Family Notification Templates

A. Public Random Drawing Announcement

Subject: AFCS 2026-2027 Enrollment Lottery - Public Drawing Notice

Dear Families,

If the number of applications for a grade exceeds the number of available seats, America's Finest Charter School will conduct a public random drawing.

Drawing date: _____ Time: _____

Location/access: _____
Grades / available seats: _____

Please see the attached Charter School Complaint Notice, which is also available on the school's website. For questions or accessibility assistance, contact AFCS at (619) 694-4809.

Thank you,
AFCS Enrollment Team

B. Offer of Available Seat

Subject: AFCS Enrollment Offer - Response Requested

Dear Parent/Guardian,

A seat is available for _____ grade _____for the 2026-2027 school year. Please contact AFCS by _____use the school's applicable response policy] to tell us whether you intend to accept the seat. We will then explain registration steps and help with any needed assistance. Records are not required merely to request enrollment or participate in the lottery.

Thank you,
AFCS Enrollment Team

C. Waitlist Placement Notice

Subject: AFCS 2026-2027 Lottery Result - Waitlist

Dear Parent/Guardian,

Thank you for your interest in AFCS. Your application for , grade [GRADE], has been placed on the grade-level waitlist in the position assigned through the random drawing. The school will contact you if a seat becomes available. The 2026-2027 waitlist ends in accordance with the school's published annual procedure.

AFCS Enrollment Team

6. Charter School Notice Distribution Log

Use this template for prospective and actual deliveries. Enter only distributions that occurred and retain supporting email copies, communications or handout records.

Date	Trigger / recipient ID	Method / document	Staff / evidence

Use these categories

Inquiry about enrollment | Before public drawing | Before disenrollment

Method examples: printed handout, email attachment, parent portal message, mailed copy, direct delivery with accessibility assistance.

Evidence retained

[ ] Copy of notice sent [ ] Dated family communication [ ] Delivery log [ ] Actual website screenshots

Log custodian: _____ Review date: _____