

General Questions on Admissions and Enrollment

When and where can I obtain a Manzanita enrollment application for 2025-2026?

Parents need to fill out a separate enrollment application for all those seeking enrollment as new students at Manzanita Public Charter School in 2025-2026. Again, this year, we are requesting that enrollment applications (also known as Intent to Enroll forms) be submitted online. All enrollment information submitted online will be accessible to only a limited number of Manzanita staff and will be kept confidential.

For those who do not have access to a computer with Internet access, office staff at Manzanita Public Charter, 991 Mountain View Blvd, Lompoc, can assist applicants in getting onto a computer with Internet access.

When will you begin accepting applications? What is the deadline?

We will begin accepting applications on December 1, 2024. All applications must be submitted online by 4:00 p.m. on January 30, 2025, in order to be included in the enrollment lottery.

Is any advantage given for returning an application early?

No. All applications received by the application deadline receive equal treatment under the provisions of our lottery.

Do siblings of current students need to have an enrollment application submitted?

Yes. All prospective students, including those who are siblings of current Manzanita students, need to have an enrollment application on file.

Which students are eligible for Transitional Kindergarten at Manzanita Public Charter School?

Students who will turn five years of age by September 1, 2025, are eligible for Transitional Kindergarten. These dates are established by the state and exceptions cannot be made.

What happens to enrollment applications submitted after the January 30 deadline for the lottery?

Enrollment applications submitted after the enrollment deadline are added to the wait list following all applications that are part of the enrollment lottery.

What happens when parents/guardians make mistakes on the enrollment application?

The burden is on parents/guardians to provide correct information on the enrollment application. The best advice is to put care and diligence into its completion. If parents/guardians realize before the enrollment deadline that they have submitted incorrect information, they need only contact Teresa Gaona, Registrar, by email at teresa.gaona@manzanitacharterschool, to correct it.

If incorrect information is submitted and not corrected, we will proceed through the lottery and admissions process utilizing the information we have available. Unfortunately, if critical information such as a child's grade level is incorrect on the enrollment application, there is no way to rectify the mistake following the lottery.

Questions on Enrollment Lottery

When and where will Manzanita Public Charter School enrollment lottery for 2025-2026 take place?

The lottery will occur at 6:00 p.m. on Thursday, February 27, 2025. The lottery will be a virtual event, with public access via Zoom.

What is the procedure for the enrollment lottery?

After preferential exemptions (children of staff, and siblings of current Manzanita students) are accounted for, all available TK-8 vacancies are filled and the wait list established via public enrollment lottery.

Following the lottery, applicants selected in the lottery will be required to complete registration documents and submit proof of meeting age requirements (i.e., minimum age for public school admissions) by a published deadline. Once the requirements are verified, and registration and the necessary paperwork completed, candidates are officially admitted to Manzanita.

How is the lottery conducted?

The lottery will be conducted using a lottery software program. The program randomizes selection of students for the TK-8 lottery.

Who should attend the lottery?

The lottery is a public virtual event, and anyone may attend. That said, we recommend that children not attend. We believe it is best that parents/guardians be the ones to communicate the outcome of the lottery to their children.

If we do not attend the lottery, how will we know the results?

The evening of the lottery, we will send an email to each parent/guardian with the result for their student. The email will be sent to the email address provided in the enrollment application.

The morning following the lottery, we will make print copies of the lottery results available in the front office, 991 Mountain View Blvd, Lompoc.

For purposes of a lottery exemption, how do you define “sibling”?

The definition of sibling we are using is “each of two or more children having one or both parents in common through birth or legal adoption.”

For purposes of a lottery exemption, how are “children of staff” defined?

Children of staff are defined as the children of all teaching, Classified, and administrative staff who work at Manzanita on a daily and/or regularly scheduled basis and are considered part of the school staff. Staff of other school sites in the Lompoc Unified School District are not considered Manzanita “school staff”.

Questions on the Wait List

Describe the wait list. Do students on the wait list have a chance to be admitted?

The wait list is an ordered list by grade level, with the order established by a drawing at the enrollment lottery event. In other words, the student who is No. 1 on the wait list will be the first person contacted if/when there is an available seat at his/her grade level.

Manzanita typically uses its wait list to admit students. Students admitted to Manzanita sometimes opt to enroll at other schools, in which case Manzanita staff continues to

contact students on the wait list. Also, if vacancies emerge during the school year, Manzanita will go onto its wait list to fill them.

How long does a student preserve his/her position on the wait list?

Students retain their position on the wait list for the entirety of the following school year. In other words, a student who is drawn onto the wait list at the lottery event will hold his/her position for the entire upcoming school year.

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Other Questions

Will the Governance Board expand Manzanita in the future so more seats are available?

Manzanita has successfully garnered a Charter Revision to expand to a TK-8 model. We are also expanding the campus with both a new construction and modernization project through PSMI and Prop 51 grants. Both will allow Manzanita to offer approximately 600-650 seats to students in grades TK-8 beginning in the 2025-26 school year.

Can special provisions for enrollment be made for children who are suffering hardship, children of military families, or children facing other special circumstances?

With regard to enrollment, Manzanita is legally and ethically bound to adhere to the lottery and admissions guidelines established by Manzanita Charter. Manzanita is not able to supercede these guidelines in order to admit a child facing special circumstances.

Can special provisions for enrollment be made for children who are outstanding students?

As mentioned earlier, Manzanita is legally and ethically bound to follow its lottery and admissions guidelines. It is not able to bypass these guidelines for any student.

Who can we contact if we would like to talk to someone about enrollment?

The following persons can provide more information on enrollment for their campus.

- Manzanita Principal Kat Franson: 805-734-5600 or kat.franson@manzanitacharterschool.com
- Manzanita Registrar Teresa Gaona: [805-734-5600](tel:805-734-5600) or info@manzanitacharterschool.com