





#### **Lotterease Enrollment Information for Prospective Families**

www.libertysteamcharter.org/enrollment ~ enrollment@libertysteamcharter.org

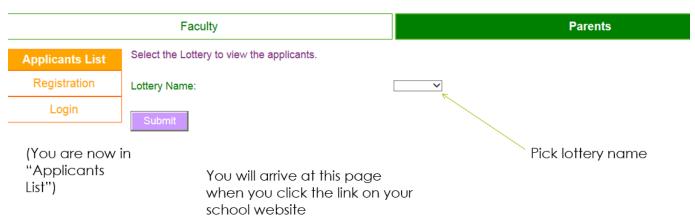
Initial Application Period: October 1-November 30

Initial Lottery: December 2, 2021 @ 6 pm

- Parents, please be advised we will be using a third-party system, Lotterease, to run our enrollment lottery for transparency and fairness. Since Lotterease is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. In addition, all activity that takes place with your application is tracked in a history log that you can view at any time by logging into the parent portal.
- Please be advised that if you falsify any information during registration or enrollment, your child's application will be null and void, and admittance will be revoked. Any applications found to be falsified will be placed at the bottom of the waitlist.
- Enrolling is a two-step process via the online LSC website. First, you create an account and will receive emails from Liberty STEAM Charter School that an account has been created for you. Then, you will need to access your account to complete a short application and will then receive a separate email confirming that your child(ren) was entered into the lottery. You will be able to login to your account and change the password once it is created. For future years, you can use this same account to apply for LSC, so please keep your login information.
- Please be sure to add Liberty\_STEAM\_Charter\_School@lotterease.com as an email contact to
  ensure important emails do not go to spam. LSC is not responsible for emails or deadlines that are
  missed.
- Once the lottery results are verified on December 4 (the day after the lottery is actually conducted), you will receive an email and a text message if your child was selected, and an email if your child was waitlisted.

## Lotter*ease*\*

#### How to view the applicant list



#### STEP 2: SETTING UP YOUR ONLINE ACCOUNT

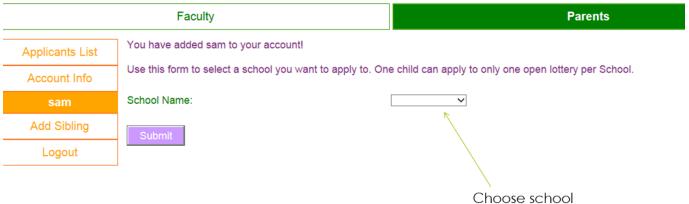


#### How to register a new account



STEP 3: SETTING UP YOUR ONLINE ACCOUNT

# Lotter ease\* How to register a new account



STEP 4: SETTING UP YOUR ONLINE ACCOUNT

## Lotter ease\* How to register a new account



#### STEP 5: SETTING UP YOUR ONLINE ACCOUNT



#### STEP 1: VIEWING A LIVE LIST OF APPLICANTS CURRENTLY REGISTERED IN THE LOTTERY

## Lotter ease\* How to view the applicant list



#### STEP 2: VIEWING A LIVE LIST OF APPLICANTS CURRENTLY REGISTERED IN THE LOTTERY

## Lotter*ease*\*

### How to view the applicant list

Faculty			Parents	
Applicants List	This is the current list of applica	ants. Login to edit or confirm your ch	ild's application.	
Registration	This lottery has not been run.			
Login	First Name	Middle Initial	Last Name	Pr
Now you can view the applicant list.  *Hint* You can press Ctrl-F to search for your child! You can also log in to view your child's application.	S.	A.	J.	4520
	M.	E.	A.	7200
	S.	S.	Y.	7268
	A.	G.	H.	8069
	K.	M.	L.	7573
	U.	M.	В.	9814
	A.	L.	L.	0788
	N.	A.	M.	7858
	M.	S.	M.	0417
	A.	L.	N.	5147
	M.	A.	Z.	2787
	S.	R.	C.	3434

#### STEP 1: LOGGING INTO YOUR ACCOUNT

