

## **Enrollment/Waitlist Policy**

### Non-Discriminatory Policy

As a free public charter school, Colorado Military Academy is open to any student. There is no admission test to be accepted into Colorado Military Academy. Enrollment is open to anyone who chooses to attend. In accordance with our charter, Colorado Military Academy will not make any distinction because of the disability, race, creed, color, gender, national origin, religion or ancestry of any student who seeks admission.

### Choosing Colorado Military Academy

We encourage parents and prospective students to carefully review the Colorado Military Academy charter ([should be on website](#)) and curriculum (should be on website). After reviewing all of the information, if they value the school's philosophy and educational offerings, we would encourage them to enroll at Colorado Military Academy.

### Kindergarten Enrollment Process and Deadlines

Children who are five years of age on or before October 1st of the school year in which they wish to enroll, may submit an enrollment packet. Children will be admitted based on a lottery process.

Enrollment packets for Kindergarten will be accepted beginning the first Monday in February. Packets must be received on or before the last Friday of February by 3:30pm. The lottery will be held the 1<sup>st</sup> Tuesday in March. Any enrollment packets that are received after 3:30pm on the last Friday in February will automatically be placed at the bottom of the waitlist according to the date and time they are received.

### Elementary, Middle School and High School Enrollment Process and Deadlines

Enrollment packets for prospective 1<sup>st</sup> through 12<sup>th</sup> grade students will be accepted beginning the first Monday in February. Enrollment packets will continue to be accepted throughout the school year until the *final Enrollment Date* which is *October 1<sup>st</sup>*. Upon receiving the enrollment packet, the prospective student will be added to the waitlist for the current school year and may be offered an open position if one becomes available and they are the next student on the waitlist.

### Returning Students

As a school of choice, there is no re-enrollment process for current students.

However, students need to submit their Intent to Return Form by April 15th. Returning students will be assigned a position for the following school year by the first week of June.

If an official request for records for a current student is received from another school and the request is signed by the parent/guardian of record, the student's seat will be vacated. The parent/guardian will be notified by the Registrar and the vacancy will be filled as described in this policy. However, if the request for records is only signed by a staff member of the requesting school, the Colorado Military Academy Registrar will contact the parent/guardian of record to determine the origin /intent of the records request.

### Vacancies and Waitlists

A vacancy exists whenever the number of students enrolled in a class is below the class's capacity (Kindergarten is 80 students; all other grades are 75 students). As vacancies occur, they will be filled using the Waitlist Priority System as outlined below.

The Waitlist Priority System will be determined as follows:

1. Child(ren) of the founders of Colorado Military Academy;
2. Child(ren) of current employees;
3. Siblings of current students;
4. Based on date and time of receipt of enrollment packet with the earliest received having the first priority;
5. An existing enrollment packet will remain active and prospective students will maintain their position on the waitlist as long as the annual Renewal of Intent Form is received by Colorado Military Academy by the date notated on the waitlist letter.

### Kindergarten Lottery and Waitlists

After filling available positions for Kindergarten using the above listed priorities, one through three above, all remaining vacancies will be filled by lottery per federal grant guidelines ([www.ed.gov/programs/charter/nonregulatory-guidance.doc](http://www.ed.gov/programs/charter/nonregulatory-guidance.doc)). After all positions are filled, students will be placed on the waitlist in the order their names were drawn in the lottery.

Students submitting enrollment packets for Kindergarten after the lottery will be placed at the bottom of the waitlist according to the date and time their enrollment packet was received by Colorado Military Academy.

Due to confidentiality requirements, the waitlist and its priorities will not be made public. However, parents/guardians may confirm their child's priority once per semester in person with a photo I.D.

### Elementary, Middle School and High School Waitlist

By the first week of June, and after currently enrolled students are placed for the upcoming school year, vacancies will be filled using the Waitlist Priority System as defined above.

A prospective student will only be placed on the waitlist for the current school year, based on their age and grade.

Any dishonest representation of grades or transcripts may result in the prospective student being removed from the waitlist.

Due to confidentiality requirements, the waitlist and its priorities will not be made public. However, parents/guardians may confirm their child's priority once per semester in person with a photo I.D.

### Filling Vacancies from the Waitlist-All Grades

When a vacancy occurs, whether it is prior to the start of the new school year, or during the school year, the parent/guardian of the prospective student will be contacted by telephone. Once a placement has been offered, parents/guardians will have 24 hours to contact Colorado Military Academy to either (1) accept the opening or (2) decline the position and be removed from the waitlist. Failure to contact Colorado Military Academy within the 24 hour period will be deemed

as choosing to decline the position and the student will be removed from the waitlist. At that point the parent/guardian of the next prospective student on the waitlist will be contacted in the same manner. It is the responsibility of the parent/guardian of a prospective student to ensure their contact information on file with Colorado Military Academy is current and accurate. If the parent/guardian cannot be reached by phone at the applicable time, the prospective student will be removed from the waitlist. If a position is declined, the student's enrollment packet will not be kept on file.