

Colorado Military Academy



Early Access Process

Colorado Military Academy will be accepting students into kindergarten who are at least 4 by October 1st, and into 1st grade who are at least 5 by October 1st, 2019, through a state-approved program known as *Early Access*.

Phase I

- (1) To initiate this process, parents would submit an application portfolio consisting of the following:
 - (a) a cover page which details applicant name and contact information
 - (b) exemplary works created/developed by the child containing items you believe indicate advancement- you may deliver artifacts to the Director of Gifted and Talented Education, Ms. Johnson-Glover, in person *or* by way of email to johnson-glover.e@cmacs.org
 - (c) Option A - If your child is in a preschool/kinder program that offers performance assessments such as report cards, please be sure to include this in the portfolio
Option B - If your child does not receive performance assessments from his/her teacher then the portfolio is to include the Preschool Teacher List *or* the Kindergarten forms on Reading, Writing, Communication, and Math—whichever is applicable
 - (d) Performance Assessment
Option A – For kindergarten applicants this would be the GRS-P assessment completed by parent(s) and teacher (where applicable)
COST TO OBTAIN THIS ASSESSMENT FROM CMA: **\$10**
Option B – For first grade applicants this would be the GES assessment completed by parent(s) and teacher (where applicable)
COST TO OBTAIN THIS ASSESSMENT FROM CMA: **\$10**
 - (e) If applicable, include any other academic, cognitive, or behavioral tests results
This described application portfolio packet may be received only after first acknowledging our Early Access process, as explained within this informational packet.
- (2) Upon receipt, the application will be reviewed for completeness and dated at intake.
NOTE: Incomplete portfolios will not be accepted

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Phase II

- (1) Within 5 days, the Director of Gifted and Talented Education will screen the portfolio to determine whether to continue with the assessment process.
- (2) By day 7, the Director of Gifted and Talented Education will send a determination letter recommending additional readiness preparation or will work with early childhood staff to schedule an interview with your child in which we will use our school readiness assessment, derivative of the Desired Results Developmental Profile (DRDP) Assessment
 - (a) This assessment will take place no later than 2 weeks from when the application portfolio was submitted.
- (3) Within 3 days from when the readiness assessment was administered, the Director of Gifted and Talented Education will review the application portfolio in conjunction with the school readiness assessment. Based on this data, there will be a determination on whether to conduct any necessary formal evaluation beyond this point, as explained below, or deny early access based on the screening information at this point.
 - (a) It is important to this phase of assessments that the email address you list on the final page is accurate and frequently checked.
 - (b) The formal evaluations listed below are at the cost of the parent, totaling up to **\$145**, based on whether the child has been enrolled into a school program and the amount of qualifying data presented from that program.
 - (c) Parent-provided achievement/aptitude test results from privately-administered assessments conducted by a licensed/accredited professional will be considered
 - (d) At this point in the process, where we need supporting data, CMA will conduct the following evaluations, unless qualifying data is presented:
 - (i) **\$10** Achievement assessment to determine academic abilities, in which your child must score in the 97th percentile – To be completed prior to day 45 from application submission
 - (ii) **\$135** Aptitude assessment to determine cognitive abilities, in which your child must score in the 97th percentile – To be completed no later than day 45 from application submission
 - (iii) CMA will collect payment for just one of these tests, review results, and decide whether the child may continue the process. If so, the payment for the second test will then be collected.
 - (iv) CMA does abide by most current income guidelines to waive the cost of these exams.
 - (v) Formal evaluations are to be completed within 45 days from when the application portfolio was accepted as complete

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Phase II Determination

After your child moves through this process accordingly, a review team consisting of the dean of instruction, school assessment coordinator/director of gifted and talented education, and teachers of early childhood (who teach between grades K-2) will collaborate. Determination and notification will be provided to you in writing. For formal evaluations completed by the 45th calendar day from when the application portfolio was submitted, this determination will be made by Day 52 (no later than May 22, 2020) and results will be emailed using the email address on the cover letter of the application portfolio/signed acknowledgement. If accepted into our school through Early Access, the determination email will ask parents to reply in writing to formally accept their child's admittance. *NOTE: Submission and scheduling outside of the timeline proposed throughout this packet can result in later processing.*

Phase III

For accepted students, an advanced learning plan (ALP) will be devised within the first month of school.

Shall you disagree with the team's determination, please reference our grievance policy found in the Conflict Resolution Process of our 2019-2020 Parent-Cadet Handbook, located on the homepage of www.coloradomilitaryacademy.org

To allow for proper processing time, the application deadline is April 1, 2020.

Exceptions will be made only for families transitioning in on accompanying military orders.

Thank you for considering CMA to grant your child Early Access!

Please email of any questions you may have to our school assessment coordinator and director of gifted and talented education, Ms. Johnson-Glover, at johnson-glover.e@cmacs.org.

In order to obtain an applicant portfolio packet, please sign below confirming that you were provided and understand the Early Access process:

_____ Sign

_____ Print

_____ Date

_____ Email (how updates & determination will be sent)

_____ Phone Number for reference

If reviewing this packet electronically, or for your convenience, you may email Ms. Johnson-Glover at johnson-glover.e@cmacs.org, stating that you were provided and understand the Early Access process.