

# ***CSCA Enrollment Policy and Procedure***

*Last revised October 28, 2020*

Colorado Springs Charter Academy welcomes all students, recognizing diversity as a virtue. Thus, Colorado Springs Charter Academy does not discriminate on the basis of disability, race, national origin, sex or other protected classifications. The enrollment policy is designed to meet the requirements of Colorado Revised Statute 22-30.5-507(3), ensuring equal access to a free and appropriate public education for all students.

## **Outreach**

To attract a diverse student body, the Academy will conduct extensive community outreach activities, including those populations who otherwise might not recognize the inclusive and public nature of charter schools. Outreach activities will include activities such as attendance at school fairs, posting notices in places of worship, community centers, and clubs in traditionally underserved neighborhoods, as well as door-to-door canvassing of targeted areas.

Our school is publicized on local radio, billboards, newspapers, and mailings spanning various zip codes within Colorado Springs. Our parent volunteers are out in the community passing along information about the Academy. We offer informational nights for all to inquire and tour our school.

## **Application**

Colorado Springs Charter Academy accepts applications for enrollment year round. There is no application fee. To apply for enrollment, parents or legal guardians must complete a letter of intent to enroll and submit to the registrar. Once the application is received, the parent/guardian will be contacted for enrollment (or waitlist) and will have 3 business days to accept or deny enrollment. If Colorado Springs Charter Academy does not receive a response after 3 business days, the lack of response will be considered an effective declining of the offer, and the student will be placed at the bottom of the waiting list. Waitlisted students roll over to the following year's lottery at the end of each enrollment period. CSCA will enroll students until the school determines that classes are officially full. All applicants will be given the same equal opportunity to enroll.

Accepting applicants will be sent information regarding required documents and/or electronic forms to officially enroll their student. If documents/electronic forms are not submitted within the given time frame, Colorado Springs Charter Academy will consider this as an effective decline of next steps with the enrollment process, and student will be placed at the bottom of the waiting list. Waitlisted students roll over to the following year's lottery at the end of each enrollment period.

Newly enrolled students will be required to complete grade level placement testing and will be assigned to the appropriate grade level.

## **Lottery**

In anticipation of letters of intent exceeding available seats, CSCA will hold an enrollment lottery. The lottery is held the third Wednesday of every January at 10:00 a.m. (MST), at which time all applicants who complete a letter of intent by 8:00 a.m. that day are randomly chosen to fill available seats and waitlist order. The lottery results will be available within 10 days of the drawing. Parents/Guardians will be notified of the lottery result by email or telephone number provided on the application, based on order drawn. If offered enrollment, parents/guardians will have 3 business days from date notified to accept the offered seat through email or written communication to CSCA. If there is no response within those 3 business days, CSCA will consider this an effective declining of the offered seat.

If enrollment requests exceed the capacity of the school, the following criteria will be used to establish priority for admissions:

- Currently enrolled students in good standing
- Children of all staff
- Siblings of enrolled students

Families must comply with all admission deadlines in the enrollment calendar found on the school's website ([cscharter.org](http://cscharter.org)) in order to complete enrollment. Failure to complete these requirements within the given deadline will become an effective decline of acceptance and student will be placed at the bottom of the waiting list.