



# Enrollment

## Definitions

**Founders:** Members of the establishing Colorado Early Colleges (CEC) school team.

**Children of Founding Families:** Children of the founders.

**Staff:** Children of school employees, which includes children of staff or faculty members that work at least half-time, have full or joint custody of the child, and who started work on or before the first day of school of the year in which they are submitting the enrollment application.

**Siblings:** Siblings of currently enrolled students, including siblings whose primary guardian(s) is (are) also the primary guardian(s) of other siblings already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This includes half-siblings, step-siblings, adopted siblings, cousins, and/or nieces/nephews being cared for by grandparents, etc.

**Pupil Count Day:** October 1<sup>st</sup> or alternate date established by Colorado Department of Education or Colorado Charter School Institute (CSI).

## Enrollment Policies

- CEC's Enrollment Policy is consistent with and follows the requirements of Section 22-30.5-507 (3) of the Charter School Act.
- CEC enrollment will be executed in a nondiscriminatory manner. Student recruitment and enrollment decisions shall be made without regard to race, color, creed, national origin, sex, sexual orientation, marital status, religion, ancestry, disability, or need for special education services.
- The community will be notified of CEC's open enrollment process for full-time and part-time students through a variety of media options. CEC will utilize one or more of the following in multiple languages to ensure public awareness: social media, community partnerships, newspaper, radio, websites, and printed materials. CEC will hold public informational meetings at the CEC campuses and will target the educationally underserved by holding informational meetings at Boys and Girls Clubs and in low income housing communities.
- When the number of applicants exceeds the number of spaces available, CEC will use a nondiscriminatory method of filling available spaces. When enrollment exceeds capacity:
  - Existing schools will create a nondiscriminatory waitlist based on date of application.
- Schools that are receiving a grant will use a nondiscriminatory method of filling available spaces. A lottery and waitlist will be conducted according to the lottery procedures outlined in this policy.
  - Exemptions from the lottery:
    - Returning students and siblings of students currently enrolled in a CEC school.
    - Students matriculating from a CEC middle school to a CEC high school.
    - Dependents of CEC founders and staff members, which will be limited to 10 percent of the enrollment of the school.

- CEC's enrollment process includes additional features that assure compliance with public charter school grant requirements during any year in which any CEC school is receiving such a grant. (See Section B, subsection 8 for use of lottery.)

## Enrollment Procedure

### Timeline

- Parent/Guardian and students are encouraged to attend a CEC informational meeting to learn more about CEC's full-time and part-time options. The school will clearly communicate at the informational meeting that any student residing in Colorado who satisfies the eligibility requirements of age and grade can enroll in CEC. Enrollment will open on or before November 1<sup>st</sup> each year for the following school year. Students currently enrolled at CEC are automatically re-enrolled. CEC will suspend enrollment when they determine a school is full and the waiting list is sufficient to fill any potential spaces that might open up before Pupil Count Day. CEC may re-open enrollment if space becomes available and the waiting list becomes exhausted before Pupil Count Day. Enrollment is based on a first come first serve basis when working from a waitlist except when CEC conducts a lottery.
- Applications are submitted online to the specific CEC school in which the student wishes to enroll. Applications will be accepted until Pupil Count Day; however, enrollment applications will not be processed after enrollment has been suspended.
- Enrollment will be closed on Pupil Count Day; however, students may be accepted after Pupil Count Day if space becomes available.

### Registration Materials

- **Proof of Age** - CEC will accept the following forms of documentation for proof of age: birth certificate, passport, state issued ID, adoption papers, previously verified school records, Baptismal or church certificate, hospital certificate, physician's certificate, or I-94 form. According to state statute, every child who has attained the age of six years on or before August 1<sup>st</sup> of each year and is under the age of 17 years shall attend public school for the state required number of hours.
- **McKinney-Vento Homeless Assistance and Education Act** - Qualifying students are entitled to enroll in school immediately even if lacking documents normally required for enrollment or having missed application or enrollment deadlines during any period of homelessness.
- **Foster Care** - Children and youth in foster care have a right to immediate enrollment, regardless of the ability to produce records.
- **Continuing Enrollment** - Pursuant to Colorado state law, students who enroll in CEC will remain enrolled in CEC through the highest grade served by CEC absent expulsion, graduation, court ordered placement, or IEP placement.
- **Students with Disabilities** - CEC does not discriminate based on disability or need for special education in any recruitment or enrollment decisions. Students admitted with an IEP or 504 Plan from a previous school shall be placed directly in a program that meets the requirements of such IEP or 504 Plan until a review by the IEP team or a 504 Plan review meeting is held and the IEP or 504 Plan is changed. An IEP team meeting will be convened in accordance with state and federal law and CSI policies and procedures to ensure CEC can meet the students' needs.
- **Indigent Students** – CEC shall waive all fees, including fees for non-returned textbooks, for indigent students in accordance with applicable federal and state law. The school shall survey its student population for eligibility for free and reduced-price meals under federal guidelines in accordance with State Board of Education regulations.
- **Participation in other Programs** – No student may be jointly enrolled in CEC and in another public school or program without the written permission of CSI and CEC. Such written permission shall include the manner in which the costs of instruction shall be determined.

- **Denial of Admission** – Denial of admission will be based on applicable statutory regulations. The following may be grounds for denial of admission to CEC, but is not an exhaustive list:
  - Physical or mental disability such that the child cannot reasonably benefit from the programs available.
  - Physical or mental disability or disease causing the attendance of the child suffering the disability or disease to be detrimental to the welfare of other students.
  - Having been expelled from any school district during the preceding twelve months.
  - Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.
  - Failure to comply with immunization requirements.
    - Any denial of admission for failure to comply with immunization requirements shall be recorded with the student's immunization record with an appropriate explanation.
  - Admission to CEC is open to all eligible students unless a statutory regulation permits CEC to deny admission. No eligible student will be denied admission to CEC without a hearing if one is requested. When a student is denied admission:
    - CEC will send written notice of the denial of admission to the student's address as noted on the CEC application. The notice shall contain the specific statutory regulation(s) for the denial of admission, how to submit a request for a hearing, and the deadline for submitting the hearing request.
    - The hearing will be scheduled only when the eligible student or his or her parent/guardian formally requests a hearing in writing.
      - If a hearing is requested, CEC will provide all records that CEC intends to use as supporting evidence for the denial of admission to the student or the student's parent/guardian at least two (2) business days in which CEC is in session prior to the hearing. If CEC discovers a record not previously provided, CEC will immediately provide the newly discovered record to the student or the parent/guardian.
    - If a hearing is not requested, the denial of admission is final.
    - If the student elects to request a hearing, the hearing should take place as soon as practicable and in accordance with the law.
    - At the hearing, the student may be represented by a parent or an attorney licensed to practice in Colorado. The hearing shall not be open to the public. The student has the opportunity to ask for the hearing to be recorded; however, CEC makes no guarantee that the hearing will otherwise be recorded.
    - The hearing shall be conducted by CEC's Chief Executive Administrator, who shall act as the Hearing Officer unless prohibited under C.R.S. 22-33-105 2.4 (a) and (b). If the CEA is prohibited from serving as a Hearing Officer, they shall appoint a qualified designee.
    - The Hearing Officer shall render a written decision within five (5) business days of the hearing. CEC will mail the student or student's parent the written decision and information about appeal rights to the address noted on the student's application. A student denied admission shall have ten (10) days after being mailed the Hearing Officer's decision to appeal the decision to the Board.
- **Use of a Lottery** – For CEC schools receiving federal grant funding, the school(s) will use a lottery for students who are waitlisted. The lottery will be governed by the following rules:
  - A lottery will be held if demand exceeds enrollment capacity. CEC will conduct a lottery for all students with the exception for priority of returning students, current student's siblings, children of staff, and children of the founding school team.
  - If a student is chosen in the lottery and there is a sibling(s) who wants to attend CEC, that sibling(s) will be given preference so siblings can attend the same CEC school.

- The enrollment lottery will be held on June 14<sup>th</sup> of each year. If the CEC Governing Board believes there will be greater enrollment at a school, the board will pass a resolution by April 1st of each year setting an enrollment cap for the following school year.
- All students who are of eligible age and have submitted an enrollment application by June 1<sup>st</sup> of the same school year will be entered into the lottery. On the day of the lottery, students are assigned random numbers. A random number generator is used to select students to ensure equality. Student numbers are drawn once it is determined that seats are available within specific grade levels, starting with the highest-grade level offered at the CEC school.
- Once a student is selected, either via lottery or from the waitlist, CEC will attempt to contact the family using the contact information provided on the online application on the same day as the lottery or draw from the waitlist. If the family cannot be reached on the same day, CEC will continue to attempt to contact the family for the next three business days. If the family cannot be reached during that time, they will forfeit their child's/children's enrollment and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the online application.
- Students not selected via lottery will be randomly placed on a waitlist based on the student's randomly generated lottery number. After fourteen business days following the lottery, available seats will be offered to prospective students at the top of the waitlist. Upon notification of admittance, families will have four business days to verbally accept the position. If the family cannot be reached during that time, they will forfeit their child's/children's enrollment and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the online application.

- **Waitlist Procedure**

- Prospective students will be assigned a fixed spot on the waitlist on the date they receive a formal waitlist acceptance email from CEC reflecting their waitlist status. As space becomes available, the next student on the waitlist, who fits the space available, will be offered the opening. CEC will attempt to contact the family using the contact information provided on the online application. If the family cannot be reached via email or phone, does not respond within the required 48-hour deadline, or does not accept the opening, the child/children will be placed at the bottom of the waitlist.
- After receiving the formal waitlist acceptance email, the family will be required to complete their online enrollment, including all paperwork/documents, and required testing to ensure appropriate placement within CEC.
- Any spaces available after all students on the waitlist have been offered admission will be filled on a first come, first-served basis.
- Students on the waitlist who are not offered admission and wish to be considered for admission the following school year must re-enroll the following year.