

ENROLLMENT

The Board of Education and the Head of School have created a process for NRCCS enrollment that:

- Is consistent with its charter authorization contract with the Steamboat Springs School District RE-2,
- Complies with all applicable state laws, and
- Provides for a fair and impartial process for all students interested in enrollment.

Submitting an intent to enroll form is open to any interested student who lives within the Steamboat Springs School District RE-2. A child shall be deemed to reside within the SSSD RE-2 district if the student resides with either one or both natural parents or his/her legally appointed guardian(s) within the district's outlined boundaries.

Once an interested student is invited to submit an enrollment application by NRCCS administration, a birth certificate or other proof of legal age, accompanied with a proof of residency, shall be required by the school administration. A New Student Residency Information form, which can be found at the end of this policy, must also be completed, signed, notarized and returned with the proper proof of residency documentation.

NRCCS - Acceptable Proof of Residency Documents:

Once an interested student has been invited to submit an enrollment application, the parent(s) or guardian(s) of the student will be required to provide proof of residency with one of the following documents:

- utility statement - generated within 3 months
- mortgage, lease or rental contract - must be a current copy
- residential real estate tax statement

The parent(s) or guardian(s) name and physical address must appear on the proof of residency document.

If enrollment is oversubscribed, NRCCS shall delegate classroom placement priority to all interested students in the following order:

1. **PRIORITY 1**—All attending and actively enrolled students are reserved a slot for the next school year, as long as they submit their **intent to re-enroll, no later than the second Friday of March of the current year**, or on a date specified at the direction of the Head of School, of the current year.
2. **PRIORITY 2**—Children of NRCCS staff members are admitted in the order received, as long as their **intent to re-enroll is received prior to May 31**, this priority will be honored following all set classroom limits and regardless of a staff member's contract status for the following school year.
3. **PRIORITY 3**—Interested students who are residents within the North Routt Fire Protection District, at the time of class list finalization, as long as their **intent to enroll is received and their enrollment application is received prior to May 31st**, are admitted in the order received following all set classroom limits.
4. **PRIORITY 4**—Interested siblings of actively enrolled students, as long as an **intent to enroll has been submitted for the sibling by the second Friday of March of the current year and their enrollment application is received prior to May 31st**, are admitted in the order received following all set classroom limits.
5. **PRIORITY 5**—Interested students who live within the Steamboat Springs School District RE-2 at the time of class list finalization, as long as their **intent to enroll is received and their enrollment application is received prior to May 31st**, are admitted in the order received following all set classroom limits.
6. **PRIORITY 6**—After classroom lists have been finalized and all newly admitted students have been notified, any eligible waitlisted or interested student will be accepted on a first-come, first-served basis until all set classroom limits are reached.

If you have been invited to submit an enrollment application,

all enrollment applications are submitted via Infinite Campus

and due by May 31st.

NOTE: Whenever an intent to enroll is received in which the student would exceed NRCCS max classroom limit, the interested student will be placed on a waitlist. Whenever a slot opens up, waitlisted students who qualify for Priority Status 2 through Priority Status 6 will be offered enrollment. If a waitlisted student remains on the waitlist over an entire school year, he/she must submit a new intent to enroll for the following school year.

NOTE: Students who are interested in enrollment to NRCCS must identify the single grade in which they seek admission, this is requested in the intent to enroll form. NRCCS administration may inquire with parents/guardians to confirm the grade in which the student seeks admission. Seeking admission to a clearly inappropriate grade for the purpose of securing admission is grounds for complete denial of admission.

NRCCS shall strive to reflect the ethnic/socioeconomic and demographic composition of the District and does not discriminate on the basis of race, color, national origin, sex, disability or age in any of its programs or activities.

NRCCS may enforce any provision of law that limits the right of individual students, for reasons stated in law, to enroll as a matter of choice in a public school. This includes, but is not limited to, the right to not enroll a student who is a resident of the Steamboat Springs District RE-2 and has been expelled by the SSSD RE-2, as NRCCS is a school of the SSSD RE-2.

The Head of School, has, at all times, the right, obligation and ultimate authority to use his/her best judgment for new enrollments in any class or crew.

Adopted: February 2015
 Modified: March 2016
 August 2017
 March 2020
 February 2021
 April 2022

Legal References: C.R.S. 22-1-102 (defines resident)
 C.R.S. 22-1-115 (defines school age)
 C.R.S. 22-32-109(1)(II) (nondiscrimination)

