



## Cien Aguas International School Admissions Policy

Finalized and approved on:  
August 14th, 2024

**Applications Available:** 8:30 a.m. on the **First Monday of December**

**Application Deadline:** 4:00 p.m. on the Last Friday of **February**

**Lottery Drawing:** 4:00 p.m on the **First Monday of March**

### I. Free Public Charter School

Cien Aguas International School is a public charter school funded by the state of New Mexico. It does not charge tuition or have admission requirements.

### II. Instructional Program

Cien Aguas International School is a dual-language school with high-level instruction in both Spanish and English. Because of this, any students wishing to enroll in **second grade and above** will be better prepared for school success if they already have a working knowledge of both languages. At Cien Aguas, 90% of the day in kindergarten, 80% of the day in first grade, 66% of the day in second and third grade, and 50% of the day in fourth through eighth grades will be conducted entirely in Spanish.

### III. Procedures:

**Enrollment Applications will be made available** at 8:30 a.m. on the **first Monday of December** of the current school year. The online application will be available on [www.cienaguas.org](http://www.cienaguas.org) and a paper copy can be completed at the front office of Cien Aguas International School located at 2501 Buena Vista Drive SE. All applications must be completed either online or hand delivered to our office. If parents/guardians need assistance completing the form in English or Spanish, they must call the school at 505-255-0001.

**When an application is received** the child's name and information are logged in a lottery database by the grade indicated on the application. Receipts are provided in person for hand-delivered applications. A confirmation email of receipt is sent to the parent email that was provided on the online application. Parents/guardians are fully responsible to verify all information entered on the application. Any errors entered in contact information, grade level, or date of birth can result in a student not being granted admission.

**The Application Deadline** is 4:00 p.m. on the last Friday of **February** of the current school year. All paper applications must be received in person no later than 4:00 p.m. on the last Friday of **February**. The online application closes at 4:00 pm on the last Friday of **February**. No exceptions will be made for late submissions.

**After the enrollment window has closed**, parents/guardians can review the names of all students who will be participating in the lottery for each grade level. Three days

before the lottery (Monday of the lottery week). Parents/guardians should review the list posted in the front office of the school. Parents/guardians may either review the list in person or call to verify that their child's name is listed. It is the parent's/guardian's full responsibility to verify that their child is listed. If for some reason it is found that a child is not on the list even though an application was submitted, the receipt will serve as verification that a child should be included. The school must be notified immediately to further investigate and correct the error situation. Once the lottery has started, no more reviews or corrections may be made.

**Immediately before the lottery drawing** if there are enough spaces at a given grade level, all applicants will be admitted. If there are more applicants than spaces available, admission will be determined through the lottery.

**The lottery drawing** will be held on the **first Monday of March** of the current school year at 4:00 p.m. virtually. **A telecommunication platform (IE - Zoom) will be created and a link will be shared with all applicants to the email addresses provided on their student's application.** Attendance of the lottery is optional. Attending the lottery does not affect a child's chances of being drawn. Lottery proceedings are open to the public.

**The lottery process:**

1. Priority for enrollment is offered to our returning students.
2. The second priority is extended to children of CAIS staff.
3. The third priority is extended to the siblings of those returning students.
4. Once all priority groups listed above have been identified and admitted, available spaces per each grade level will be determined.

Student names for a given grade level will be drawn one by one starting with the lowest grade requiring a lottery. The first name pulled will be assigned number one, the second name will be number two, and so on until every name is assigned a number. The number drawn refers to the child's place on the waiting list.

**Lottery results** are posted the morning after the drawing at the school's front office. Parents/guardians who are unable to view the list in person may call the office to find out the status of their student's admission. The results of the drawing are not mailed.

- For students who were waitlisted, families may expect an email informing them of this status. A contact number will be provided for families to reach the school to inquire about the number their student is assigned on the waitlist.
- Even if a child draws a low lottery number, space is not guaranteed until there is an official opening in that grade level.
- It is the parent's/guardian's responsibility to ensure that the contact information provided on the application is correct and legible. If we are unable to reach the parent/guardian within the allotted time listed below, the space will be forfeited to the next person on the list.

**After a student is selected in the lottery** parents/guardians must pick up and return completed enrollment/registration forms within **48 HRS**. A selected student whose enrollment forms are not received in the school office within **48 HRS** forfeits his/her spot to the next student on the waiting list.

**When a student on the waiting list is offered admission** the parent/guardian will have **48 hours to respond to the offer**. If accepted, a completed registration packet must be received within **48 hours of acceptance**. If parents/guardians fail to respond within the allotted time, the position will be forfeited to the next person on the list.

**On the first day of school**, the student is expected to attend. If the child is not in attendance **by day three**, and the child hasn't been called in as excused, the position will **immediately** be forfeited and offered to the next student on the waiting list.

#### **IV. Admissions Rule for Siblings of Current Students**

New Mexico statute 22-8B-4.1 describes the enrollment procedures for admitting students to charter schools in their second year and beyond as being able to give preference to:

- (1) students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades; and
- (2) siblings of students already admitted to or attending the same charter school.

Our school gives priority to siblings of current students ahead of number one in the lottery in each grade. However, like all prospective students, the application must be received by the same deadline.

Verification of sibling relationships is required. A sibling is defined as a brother or sister living in the same household with one or both parents in common, a half or step-sibling, or a foster child or child under legal guardianship of parent(s) of a student currently attending Cien Aguas. Birth certificates or documentation of legal guardianship must show the relation between the student and parent/guardian.