

Policy SE 10.0 – Enrollment/Waitlist

Non-Discriminatory Policy

As a free public charter school, Caprock is open to any student residing within the state of Colorado. There is no admission test to be accepted into Caprock Academy. Enrollment is open to anyone who chooses to attend. In accordance with our charter, Caprock Academy will not make any distinction on account of the disability, race, creed, color, gender, sexual orientation, national origin, religion, or ancestry of any student who seeks admission.

Choosing Caprock Academy

We encourage parents and prospective students to carefully review the following:

- 1) The [Caprock Academy Charter](#)
- 2) The [Caprock Academy Family Handbook](#)
- 3) The [Caprock Academy Curriculum](#)

Enrollment Procedure

~~The enrollment process begins when a parent/guardian fills out and turns in an “Intent to Enroll” form per the guidelines stated below. Once a student is offered a position and the parent/guardian accepts the position, the parent/guardian must complete and turn in a full enrollment packet before the student will be able to attend class. Parents/Guardians will have 3 business days to complete and turn in the full enrollment packet. Failure to return the completed enrollment packet within 3 business days will be deemed as choosing to decline the position and the student will be removed from the class.~~

Kindergarten Enrollment Process and Deadlines

~~Children who are five years of age on or before August 31st of the school year in which they wish to enroll, may submit an~~

~~“Intent to Enroll” form. Children will be admitted based on a lottery process.~~

~~Intent to enroll forms for kindergarten will be accepted beginning the second Monday in February. Forms must be received on or before the last Thursday of February by 3:30pm. The lottery will be held on the 1st Tuesday in March. Any Intent to Enroll forms that are received after 3:30pm on the last Thursday in February will automatically be placed at the bottom of the waitlist according to the date and time they are received.~~

[Updated January 2023]

Elementary, Middle School and High School Enrollment Process and Deadlines

~~“Intent to Enroll” forms for prospective 1st through 12th grade students will be accepted beginning the second Monday in February. “Intent to Enroll” forms will continue to be accepted throughout the school year until the final Enrollment Date which is October 1st for grades 9-12 and the third Friday of January at 3:30pm for grades 1-8. Upon receiving the Intent to Enroll form, the prospective student will be added to the waitlist for the current school year and may be offered an open position if one becomes available and they are the next student on the waitlist.~~

Returning Students

~~As a school of choice, there is no re-enrollment process for current students. However, students need to submit their “Intent to Return” Form by April 15th. Returning students will be assigned a position for the following school year the first week of June. If an official request for records for a current student is received from another school and the request is signed by the parent/guardian of record, the student's seat will be vacated. The parent/ guardian will be notified by the Registrar and the vacancy will be filled as described in this policy. However, if the request for records is only signed by a staff member of the requesting school, the Caprock Registrar will contact the parent/guardian of record to determine the origin/intent of the records request.~~

Vacancies and Waitlists

~~A vacancy exists whenever the number of students enrolled in a class is below the class's capacity. As vacancies occur, they will be filled using the Waitlist Priority System as outlined below.~~

~~The Waitlist Priority System will be determined as follows:~~

- ~~1) —Child(ren) of the founders of Caprock Academy;~~
- ~~2) —Child(ren) of current employees;~~
- ~~3) —Siblings of current students;~~
- ~~4) —Based on date and time of receipt of Intent to Enroll forms with the earliest received having the first priority;~~
- ~~5) —An existing Intent to Enroll form will remain active and prospective students will maintain their position on the waitlist as long as the annual Renewal of Intent Form is received by Caprock Academy by the date notated on the waitlist letter.~~

Kindergarten Lottery and Waitlists

~~After filling available positions for Kindergarten using the above listed priorities one through three above, all remaining vacancies will be filled by lottery per federal grant guidelines~~

(www.ed.gov/programs/charter/nonregulatory-guidance.doc). After all positions are filled, students will be placed on the waitlist in the order their names were drawn in the lottery.

Students submitting Intent to Enroll forms for Kindergarten after the lottery will be placed at the bottom of the waitlist according to the date and time their form was received by Caprock Academy.

Due to confidentiality requirements, the waitlist and its priorities will not be made public. However, parents/guardians may confirm their child's priority once per semester in person with a photo I.D.

Elementary, Middle School and High School Waitlist

During the first week of June, and after currently enrolled students are placed for the upcoming school year, vacancies will be filled using the Waitlist Priority System as defined above.

A prospective student will only be placed on the waitlist for the current school year, based on their age and grade.

Any dishonest representation of grades or transcripts may result in the prospective student being removed from the waitlist.

Due to confidentiality requirements, the waitlist and its priorities will not be made public. However, parents/guardians may confirm their child's priority once per semester in person with a photo I.D.

Filling Vacancies from the Waitlist for All Grades

When a vacancy occurs, whether it is prior to the start of the new school year, or during the school year, the parent/guardian of the prospective student will be contacted by telephone. Once a placement has been offered, parents/guardians will have 24 hours to contact Caprock Academy to either (1) accept the opening or (2) decline the position and be removed from the waitlist. Failure to contact Caprock Academy within the 24-hour period will be deemed as choosing to decline the position and the student will be removed from the waitlist. At that point the parent/guardian of the next prospective student on the waitlist will be contacted in the same manner. It is the responsibility of the parent/guardian of a prospective student to ensure their contact information on file with Caprock is current and accurate. If the parent/guardian cannot be reached by phone at the applicable time, the prospective student will be removed from the waitlist. If a position is declined, the student's Intent to Enroll form will not be kept on file.

Policy SE 10.1 – Enrollment of Expelled Students

Students expelled for drugs or violence will not be admitted to Caprock Academy during the time of their expulsion. All other expelled students will be evaluated on a case-by-case basis. The Head of School and CABD will participate in the decision.

[Updated October 2020]

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- 1) The [Caprock Academy Charter](#)
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Non-Discrimination

Caprock Academy welcomes all students and strives to create and maintain a diverse student population. Enrollment in Caprock Academy is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in 22-30.5-507(3), C.R.S. In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services, or any other protected class.

Eligibility

Caprock Academy serves grades K through 12. To enroll, students must meet the appropriate age requirements set forth by state law and school policy. To be eligible for kindergarten enrollment, students must be at least 5 years old on or before **August 31st**, ~~October 1~~ of the enrollment year. The school may approve enrollment of students eligible for Early Access in accordance with state law. To be eligible for 1st Grade enrollment, students must be at least 6 years old on or before **August 31st**, ~~October 1~~ of the enrollment year.

Priority Enrollment

Students who are members of selected groups will be granted priority enrollment, in the following order:

- ~~1. Children of founding families, which includes children of the founding school team who completed at least thirty hours of volunteer work with SCHOOL Caprock Academy prior to the date by which Letters of Intent are due for Year 1 enrollment.~~
2. Children of School employees, which include 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 application.
3. Siblings of currently enrolled students, which include children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This could include half-siblings, stepsiblings, adopted siblings, cousins, nieces, or nephews being cared for by grandparents, etc.

In no case shall categories **1 and 2** ~~and 3~~ exceed 20 percent of total enrollment. The processes for re-enrollment and priority enrollment will precede the **lottery** enrollment process described below.

Process and Timeline

Each year, Caprock Academy will establish and make publicly available an Enrollment Timeline. Families seeking to enroll must submit a completed Intent to Enroll form. ~~by the deadline set forth in the Enrollment Timeline for enrollment in the subsequent school year.~~ Families of current students seeking to re-enroll should complete an **Intent to Return form** by the deadline set forth in the Enrollment Timeline.

Caprock Academy will use a variety of means to promote its enrollment process. The Enrollment Timeline, **Intent to Enroll form**, and instructions for submission of an **Intent to Enroll form** will be posted on the Caprock Academy website during the fall of the preceding school year. Caprock Academy will also use social media, community partnerships, parent newsletters, and other sources to promote the enrollment process.

Kindergarten Lottery

Intent to enroll forms for kindergarten will be accepted beginning the second Monday in February. Forms must be received on or before the last Thursday of February by 3:30pm. The lottery will be held on the 1st Tuesday in March. Any additional Intent to Enroll forms received will be placed on the lottery list. A new lottery will be run as seats become available.

1st-6th Grade Lottery

Intent to enroll forms for 1st-6th grade will be accepted beginning the second Monday in February. The lottery will be held on the 1st Monday in June. Any additional Intent to Enroll forms received will be placed on the lottery list. A new lottery will be run as seats become available.

7th-11th Grade Lottery

Intent to enroll forms for 7th-11th grade will be accepted beginning the second Monday in February. The lottery will be held on the 2nd Monday in June. Any additional Intent to Enroll forms received will be placed on the lottery list. A new lottery will be run as seats become available.

12th Grade Enrollment

Caprock only accepts incoming 12th grade on a case-by-case situation approved by the Head of School based on student's transcripts

Lottery Selection Process

If the number of Intent to Enroll forms exceed the number of available seats by the Intent to Enroll deadline, a lottery will be used to determine the placement of students for any grade level for which the Intent to Enroll forms exceed capacity. The enrollment lottery will be held in public at the school on the date set forth in the Enrollment Timeline.

- All students who are of eligible age and have timely submitted an Intent to Enroll 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.

OR

- ~~Once offers are made to students applying for grade levels with sufficient seats available, then names will be drawn, beginning with the highest grade level offered by the school requiring a lottery.~~

Current students are automatically re-enrolled and do not enter the lottery provided they submit an **Intent to Return** by the deadline set forth in the Enrollment Timeline.

Once a student is selected, either via lottery or from the waitlist, Caprock Academy will attempt to contact the family using the contact information provided on the Intent to Enroll form on the same day as the lottery or draw from waitlist. ~~If the family cannot be reached on the same day, Caprock Academy will continue to attempt to contact the family for the next four business days.~~ If the family cannot be reached **within 4 business days,**

they will forfeit their child/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 Intent to Enroll form. Students not selected via lottery will be randomly placed on a waitlist based on the student's randomly generated lottery number. 14 days following the lottery, available seats will be offered to the prospective students at the top of the waitlist. Upon notification of admittance, families will have two four business days upon verbal notification to accept the position. Caprock Academy will attempt to contact the family for only four business days (Redundant with above).

- Caprock Academy will continue to enroll students from the top of the waitlist as positions become available until:

- K-8: 2nd Thursday of January
- High School: October 1st
- On a case-by-case basis approved by the Head of School

OR

- ~~Caprock Academy's annual calendar is based on four quarters, intentionally designed to allow more frequent points of entry for students. If space is available, students may enroll in any of the quarters in accordance with the timelines set forth in the Enrollment Timeline.~~

Admission

Once a student is offered a position and the parent/guardian accepts the position, the parent/guardian must complete and turn in a full enrollment packet before the student will be able to attend class.

Parents/Guardians will have 3 business days to set up an appointment with the Registrar to turn in the full enrollment packet. Failure to make an appointment return the completed enrollment packet within 3 business days will be deemed as choosing to decline the position and the student will be removed from the class.

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