

Enrollment Policy



March 18, 2015

Document Revisions

Date	Revision Description
February 6, 2012	First Draft
February 29, 2012	First Draft Approved by Board
July 27, 2012	Revision Approved by Board
September 12, 2012	Corrections Made – Approved by Board
September 26, 2012	Amended Year 1 Founding Family deadline to coincide with DCSD open enrollment deadline. Removed further Founding Family in subsequent years after Year 1.
October 10, 2012	Revised per CDE Grant Requirements – Pending Board Approval
October 16, 2012	Revisions Approved by Board
February 2, 2013	Founding Families added to list
October 10, 2013	Revisions Approved by Board
November 13, 2013	Revised enrollment procedures to be in-line with open enrollment periods – Revisions Approved by Board during 1 st read as per emergency reading procedure
November 19, 2014	1 st Read – 2016/2017 Enrollment Revisions
December 17, 2014	2 nd Read – 2016/17 Enrollment Revisions
February 18, 2015	1 st Read – 2016-2017 Enrollment Revisions
March 18, 2015	2 nd Read – 2016-2017 Enrollment Revisions

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1 ASPEN VIEW ACADEMY'S ADMISSION PREFERENCES AND POLICIES

Aspen View Academy is a tuition-free school with the exception of its full-day kindergarten program and preschool. Aspen View Academy has developed this enrollment policy consistent with federal law as specified in Title V, the charter school start-up funding legislation. Aspen View Academy will use a lottery to fill vacancies once grade levels become oversubscribed. Aspen View Academy will follow the specific requirements of the lottery described below in the priority enrollment section.

This policy outlines the approved enrollment process for Aspen View Academy for all grades.

2 PRIORITY ENROLLMENT

After meeting with the district in January of 2015, the growth data indicated that the district will not have a growth concern until 2019. Therefore, AVA will schedule a meeting with the District in December of 2018 to determine the enrollment needs of the District in the Growth Area Attendance Boundaries, as defined by the District, in which the Charter School has agreed to locate. If the District determines that there are capacity concerns for the growth area, then enrollment preference shall be given as follows:

1. Currently enrolled students
2. Children of Founding Families, Board Members and full-time teachers and staff, not to exceed 20% of the overall student population;
3. Siblings of currently enrolled students;
4. Children from the Growth Area Attendance Boundaries as defined by the District
5. AVA Preschool students (per qualifications identified below)
6. All other children living within District boundaries.
7. Other Colorado students

If the District determines that there are no capacity concerns for the Growth Area Attendance Boundaries, then priority enrollment will be given as stated below: Priority for enrollment will be given to the following groups of students, prior to the lottery:

1. Currently enrolled students;
2. Founding Families & children in the household of Founding Families;
3. Children of full time teachers and staff;
4. Siblings of currently enrolled students. Siblings that share the same birth date (i.e., twins or triplets) shall receive automatic enrollment
5. AVA Preschool students (per qualifications identified below)

2.1 FOUNDING FAMILIES

A Founding Family includes children in the household of any member of the Board and children in the household of any family or person that provided at least 60 hours of approved volunteer service toward the establishment of Aspen View Academy.

As of July 27, 2012, the founding families include:

- The Nye family
- The Casten family
- The Ruekert family
- The Schroeder family
- The Sun family
- The Briney family
- The Benes family
- The De la Hoz family
- The De Witt family
- The Fallis family
- The Hoer family
- The Scott family
- The Franks family
- The Winter family
- The Peckham family
- The Schwecke family
- The Buttica family
- The Gohl family
- The Cooper family
- The Bennett family
- The Riley family
- The Kastens family
- The Billings family
- The Persaud family
- The Richie family
- The Woodward family
- The Feger family
- The Bunker family
- The May family
- The Alwell family
- The Baker family
- The Johnston family
- The Butler family
- The Huish family
- The Guzman family
- The Salazar family
- The Krueger family
- The Woodall family
- The Seufert family
- The Burhenn family
- The Pohlmeier family
- The Brescia family
- The Heersink-Graham family
- The Perry family
- The Hughes family
- The Braidman family
- The Krauss family

- The Pflieger family
- The Madrid family
- The Tolerico family
- The Gess family
- The Montero family
- The Drain family
- The Valentine family
- The Scott family
- The Dunbar family
- The Daigle family
- The McGovern family
- The West family
- The Montgomery family
- The Sharp Family

2.2 PRESCHOOL PRIORITY

Preschool students shall be given priority if they have been enrolled for at least 75% of the possible attendance days prior to the lottery. If a preschool student accepts enrollment and then subsequently leaves the preschool prior to the end of the academic year, the preschool student shall lose their spot and the school may then extend an Invitation to Enroll to another child to fill this spot. If a preschool child is not enrolled through the AVA preschool program, the preschool student shall be entered into the school-side lottery.

3 ENROLLMENT TIMELINE AND PROCEDURES

Aspen View Academy may establish its own enrollment timeline and procedures subject to the following conditions:

Aspen View Academy shall make clear through the website that any student residing in Colorado may apply, although admission is based on the preferences listed above.

The lottery shall be held no earlier than December 1st of the coming year for which enrollment is being selected. Based on space availability, Aspen View Academy shall continue to accept students from its wait list or, if the wait list is exhausted, from parents submitting an Intent to Enroll, after the deadline for the lottery up until October 1. Aspen View Academy may accept students after October 1 at its discretion following the District's student transfer process.

4 OPEN ENROLLMENT

Open Enrollment for each school year is ongoing at Aspen View Academy. Students who have filled out a complete Intent to Enroll and provided a POR (proof of residency) by November 15th will be included in the lottery for the upcoming year. .

5 INVITATION TO ENROLL

If the number of applicants in a grade is less than or equal to the number of student spaces available for any grade (K-8), the school will extend an invitation to enroll every applicant that has applied. Should the number of open enrollment applications received by November 15th be higher than the number of available spaces, after priority students have been enrolled, all remaining applicants for the oversubscribed grade will be assigned a randomized identification number, one per family, to be used in the lottery.

6 LOTTERY

If a lottery is necessary due to a surplus of potential enrollees, the lottery process will be conducted no later than December 10th. After priority students are enrolled, Intent to Enroll Applications received by the school prior to November 15th will be assigned a family number. These numbers will be randomized by a computer generated system in the lottery. Invitations to enroll will first be extended to families whose number is next in line according to the lottery placement until all vacancies are filled.

The lottery process will be overseen by [InfoSnap](#) to ensure the integrity of this process.

6.1 ENROLLMENT ACCEPTANCE

Kindergarten families who have drawn a lottery number for an available placement will be informed via email beginning on the date of the lottery and no later than December 20th. Other grade levels will be notified after open seats become available. After the family is contacted and enrollment is offered, the school will require a verbal or email decision within 48 hours. Parents or legal guardians of the student(s) are responsible for providing a reasonable way for Aspen View Academy to reach them regarding enrollment. Parents or legal guardians are also responsible for informing the school of any change to their contact information. While Aspen View Academy will make every attempt to notify families as prescribed, the school is not responsible for the inability to contact families should they be unreachable (e.g., traveling, inaccurate information on the enrollment application, etc.).

Siblings are not guaranteed placement. They will, however, be given “Sibling Priority” for the following year.

7 VACANCIES

Should a vacancy be created prior to or after the school year has begun, the vacancy will be filled until October 1st. A student who fills a vacancy will be considered a currently enrolled student, and that student’s enrollment will roll forward each year.

8 DOUGLAS COUNTY SCHOOL DISTRICT (“DCSD”) OPEN ENROLLMENT POLICY

By providing written Enrollment Acceptance to Aspen View Academy (as defined by completing the Enrollment Registration), the parent or guardian understands that Aspen View Academy is their student’s home school of record and will forfeit enrollment in their

neighborhood school, as defined by DCSD Open Enrollment Policies. Please refer to DCSD website for details.

9 NON-DISCRIMINATION POLICY

It is the intention of Aspen View Academy to be fair and equitable to all potential students. Aspen View Academy will not discriminate against any student based on race, color, national origin, creed, religion, ancestry, age, gender, sex, sexual orientation, disability, or socioeconomic status.