

**COTTONWOOD VALLEY CHARTER SCHOOL
ENROLLMENT POLICY**

Approved – February 11th, 2015

ENROLLMENT PRIORITY

Students are admitted to CVCS based on the following priorities:

1. Children who are currently attending CVCS.

Children who are current students at Cottonwood Valley and who have remained in attendance do not have to participate in any further lotteries, and will be enrolled in CVCS for the following academic year as long as their parents return the "Intent to Re-enroll" form, distributed to all students each spring, by the deadline given.

2. Siblings of those students attending who have completed an application form. These children are granted Sibling Preference in accordance with New Mexico State Law (22-8B-4.1. Charter schools' enrollment procedures).

The intent of the law is to keep families together. Once a child attends their first day at CVCS, the siblings of that child become eligible for Sibling Preference.

Sibling by definition is a:

- A. Biological/adoptive sibling
- B. Stepsibling residing in the same household. Stepsiblings living in different households are not considered for a sibling preference
- C. Foster children residing within the same household. Foster Parents must provide documentation showing they have legal guardianship

An 8th grade student or alumnus of the school with a sibling applying for the following year does not qualify for sibling preference.

3. Children of CVCS employees.

4. Children on the waiting list from the previous year.

5. All other children must go through the lottery process.

LOTTERY PROCESS

Enrollment for all other vacancies shall be determined by lottery. The first lottery is held in the spring proceeding the academic year of enrollment. Additional lotteries are held throughout the summer and school year as needed. A notice will be placed in the newspaper to announce the spring lottery. Said notice shall include the closing date and time of the lottery; the date, time and location of the lottery

drawing; and contact information for interested parents. This same information about the lottery will be placed on the web site.

Interested parents must fill out an enrollment form for each child they wish to register. The enrollment form must be received in the office of CVCS by the designated closing date and time for inclusion in the lottery. Forms can be hand-delivered, faxed or mailed, and must contain the signature of the parent/guardian. No e-mailed forms may be accepted, unless they are scanned attachments and contain the signature of the parent/guardian.

Attendance at the lottery is not required, though parents are welcome to attend. Names will be drawn as described in the charter to fill available spaces. Children whose names are drawn will be allowed to attend school provided they comply with applicable state and federal laws and regulations.

Children will be enrolled in a class or placed on the waiting list according to the order that names are drawn. The waiting list will stand until the child is placed or the parents remove the child from the waiting list.

Because CVCS has a maximum enrollment of 170 students despite a maximum classroom size that can accommodate 180 students, a method of filling openings is required. Children will be placed from the waiting list via the following methods:

For grades Kindergarten through 5th:

The child at the top of the waiting list for the grade with the most recent opening will be given the opportunity to enroll. If the opening is declined, the next child on the waiting list in the same grade will be given the opportunity to enroll. If that grade's waiting list is exhausted, the waiting list for the next lowest grade will be cycled through in the same manner and this process will be repeated until the opening is filled.

For grades 6th through 8th:

Openings will be filled via selection of students on the waiting list at the discretion of the Administrator. The intent of this method is to help ensure a full kindergarten class in the following school year, if necessary.

Children who are admitted to CVCS are expected to attend the first day of school. If a child is offered a space during the first two weeks of school, that child is expected to attend CVCS the following school day. If a student has an excusable absence on the day that is to be their first day at CVCS, parents must notify the office, otherwise that child's name will be removed from the enrollment list and the space will be given to the next person on the waiting list.

At all other times during the school year, when a child is offered a space at CVCS, parents have 3 school days to accept and have their child attend CVCS. If parents do not notify the school of acceptance within three days and/or do not notify the office of an excusable absence during this period that child's name will be removed from the enrollment list and the space will be given to the next person on the waiting list.

If an opening occurs within five business days prior to the 40th, 80th, and 120th school day, vacancies will be filled via the following method:

Openings will be filled via selection of students on the waiting list at the discretion of the Administrator. The intent is to ensure full enrollment on days where enrollment is used to calculate school funding.

CVCS will not enroll any new student after the 120th day of the school year.

Any child who withdraws from CVCS and who wishes to re-enroll at CVCS in the future will be required to participate in the lottery drawing process. Previous enrollment that has been interrupted by a withdrawal from CVCS does not give priority placement to a child or his/her sibling(s) in the lottery process.

WAITING LIST INFORMATION

If info on the waiting list is requested, CVCS shall give the parent or guardian their child's place on that grade's waiting list. If the actual list is requested via a written request, CVCS shall provide a list, with redacted personal information, per the New Mexico Inspection of Public Records Act.