



AMERICAN ACADEMY  
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## American Academy Enrollment Policy

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*This policy was modified and approved by the American Academy Board of Directors on October 25, 2016.*

### Purpose

The purpose of this policy is to outline the enrollment process for grades KindiePrep (Pre-K) through eighth at all American Academy campuses.

### Method of Enrollment

Parents request enrollment of their child(ren) to the school by submitting an American Academy Online Intent to Enroll form prior to or during the school's open enrollment period. Submitting an Intent to Enroll form in no way guarantees that the child(ren) will be extended an Invitation to Enroll.

### Non-Discrimination Policy

American Academy will not discriminate against any student. Therefore, the school will not enroll students on the basis of ability (academic, language, physical or otherwise), gender, race, or socioeconomic status.

### Open Enrollment Period

Open enrollment for each school year will end at midnight (MST) of the date prior to the first school day on or after December 5<sup>th</sup>. All Intent to Enroll forms received prior to that time will be considered for enrollment for the upcoming school year.

Families that applied in a prior year but were not extended an invitation to enroll will remain on the waitlist for future lotteries and do not need to reapply.

Families who were extended an invitation to enroll and declined the invitation, in any year, for any of the children in their family, **will be removed from the waitlist for future lotteries** as the school will assume the parent(s) or legal guardian(s) of the child(ren) are no longer interested in enrolling the child(ren) in the school. Families who are removed from the waitlist but wish to be included in a future lottery must reapply for enrollment, via the "Method of Enrollment" section of this policy; **failure to reapply for enrollment will result in their child(ren) being excluded from future lotteries.**

### Priority for Enrollment

Priority for enrollment is given to the following classes of students, prior to the lottery; these classes are listed in order of priority:

1. **Currently enrolled students in grades K-8 (this excludes KindiePrep) who intend to return the next consecutive school year**
2. **Children, legal dependents and grandchildren of Founders of American Academy (as defined in the Founder Definition section of this document)**
3. **Children, legal dependents and grandchildren of current and former Directors of the Board of American Academy**

4. **Children, legal dependents and grandchildren of current employees of American Academy.**
5. **Siblings of currently enrolled KindiePrep-8 students at American Academy**
6. **Currently enrolled KindiePrep students that are included in a lottery for Kindergarten openings**
7. **Students included in the general lottery who reside within the Douglas County School District**
8. **Students included in the general lottery who reside outside the Douglas County School District**

### **General Lottery**

All students not included in priorities 1 through 6 above, and who have submitted an Intent to Enroll form before or during open enrollment will be selected by lottery, as follows:

1. Each student will be given one entry in the lottery.
2. If applicable, each student will be given one additional entry for each of the following criteria:
  - a. Weight "A": Residency within the Rock Canyon High School, Castle View High School, Legend High School or Chaparral High School Attendance Boundaries as of the lottery date;
  - b. Weight "B": Having been on the wait list of American Academy for more than one year AND included in one or more prior lotteries for which the student was eligible based on age AND having not been offered a spot;
  - c. Weight "C": Parent/Guardian names were identified in the original AA Charter Application in October, 2004, AND the student has not previously been offered a spot;
  - d. Weight "D": Having completed American Academy's KindiePrep Program in the 2013-14 school year AND having not previously been offered a spot.

### **Lottery Process (Grades Pre-K through Eight)**

The lottery process shall commence on the first school day occurring on or after December 5th. All students for whom an Intent to Enroll was received prior to the end of the open enrollment period and are eligible for enrollment will be assigned a unique number and placed on a list (by number). If the student is eligible for more than one weight in the lottery, their number will be included in the list multiple times corresponding with the number of weights they are eligible for. The list is sorted using computer-generated, randomized numbers. Each entry is assigned a Lottery ID from 1 to n depending on where they landed in the sort. Students with multiple entries will be assigned the smallest Lottery ID assigned to their entries. Out of district students will have 10,000 added to their lottery number to ensure that in-district students have higher priority. The Lottery ID will be utilized for the upcoming academic year only. Enrollment vacancies will be filled by grade, beginning with the highest grade for which there is one or more vacancies, and will continue in descending order (grade eight, grade seven, grade six, and so forth) until all vacancies are filled for all grades; enrollment invitations will be extended to students in order of their assigned Lottery ID (lowest to highest). To ensure authenticity and integrity of the lottery process, the randomization of computer-generated Lottery ID assignments will be overseen by no less than three Directors of the Board; the final sort will be printed and signed by all witnesses.

### **KindiePrep Enrollment**

Openings in KindiePrep will be included in the School's lottery and will be filled in accordance with this Enrollment Policy.

### **Kindergarten Enrollment**

KindiePrep students eligible for Kindergarten the next school year will be put in a lottery for Kindergarten openings. Once siblings of currently enrolled students have been placed in Kindergarten, Kindergarten openings will be offered to

KindiePrep students in lottery order. Remaining Kindergarten openings will be offered to the general lottery applicants, in lottery order. If a KindiePrep student does not complete the school year, the spot in AA's Kindergarten Program is forfeited.

### **Enrollment Acceptance**

Upon receiving an Invitation to Enroll via telephone and/or email, the parent(s) or legal guardian(s) of the child(ren) shall provide written or verbal Enrollment Acceptance to the appropriate school contact no later than twenty-four hours after the enrollment invitation was extended. Parent(s) or legal guardian(s) must also provide, via telephone or email, an indication of which campus location they prefer to enroll their child(ren). Once location preferences have been stated, there is no guarantee that American Academy will be able to honor requests to switch children to a different campus and enrollment, therefore, may result in being forfeited should the parent(s) or legal guardian(s) of the child(ren) decline enrollment at the campus to which they have been invited to enroll. Registration forms shall be downloaded by the parent(s) or legal guardian(s) from the school website, completed in their entirety, and submitted to the school within one week of providing verbal or written acceptance. If no verbal or written Enrollment Acceptance is received by the school within twenty-four hours from the time any child was extended an Invitation to Enroll, or registration forms are not submitted to the school within the time allowed, the school will assume the parent(s) or legal guardian(s) of the child(ren) have declined to enroll the child(ren) in the school, and the school may then extend an Invitation to Enroll to another child. A student who accepts enrollment will be deemed a currently enrolled student, and that student's enrollment will continue beyond the current academic year, in accordance with the school's policies and procedures.

### **Campus Transfers**

For the 2017-18 school year, transfer requests must be indicated in the annual Intent to Return survey AND the Campus Transfer Application and Approval Form must be submitted to the office by the deadline indicated in the Intent to Return survey. All student transfer requests submitted by the deadline and approved by the principals at both campuses will be assigned a random lottery number prior to the General Lottery. Transfers will be considered in the following order:

- 1. Children, legal dependents and grandchildren of current and former Directors of the Board of American Academy, in lottery number order.**
- 2. Children, legal dependents and grandchildren of current employees of American Academy, in lottery number order.**
- 3. Siblings of students currently enrolled at the desired campus, in lottery number order.**
- 4. All other current students, in lottery number order.**

Campus Transfer Requests received after the deadline, once approved, will be considered in the order received. Campus Transfer Requests for the 2017-18 school year will not be accepted, nor considered, after August 1, 2017.

Effective with the 2018-19 school year, the school will not allow students to transfer between campuses except in the case of extreme extenuating circumstances and only with written authorization from the Executive Director of Schools or his/her designee.

Students who complete the KindiePrep program at any campus and who are to be enrolled in Kindergarten at the school the following year, in accordance with this policy, will be able to indicate their campus preference for Kindergarten in the annual Intent to Return survey. Changes in campus preference for kindergarten students will not be considered after August 1, 2017, except in the case of extreme extenuating circumstances and only with written authorization from the Executive Director of Schools or his/her designee.

### **Vacancies**

When a vacancy is created prior to, during, or after the school year, the vacancy may or may not be filled, at the discretion of the school's Executive Director of Schools, in the event it is considered to be fiscally, logistically or otherwise in conflict with the school's ability to meet its mission and goals. If the school chooses to fill the vacancy, priority will be given as specified in the Priority for Enrollment section of this document. An Invitation to Enroll will be extended to a child in the manner described in the Invitation to Enroll section of this document. A student who fills a vacancy shall be deemed a currently enrolled student, and that student's enrollment shall continue beyond the current academic year, in accordance with the school's policies and procedures.

**DCSD Open Enrollment Policy**

By providing written Enrollment Acceptance to the school, the child(ren) will forfeit enrollment in their neighborhood school, as defined by DCSD open enrollment policies. Please see the DCSD website for details regarding their open enrollment policies.

**Founder Definition**

A "Founder" of American Academy at Castle Pines is defined as either:

- 1) **A Founding Board member. The Founding Board members are identified to be (listed in alphabetical order of last name):**  
 Denese Gardner  
 Erin Kane  
 Adil Khan  
 Jackie Santos

or,

- 2) **The families (listed in alphabetical order of last name) who made substantial contributions to the successful establishment of American Academy, "substantial contributions" being defined as the completion of 60 Board-approved individual or family volunteer hours contributed to the school between June 1, 2004, and February 1, 2005:**

- Antonsen, Don & Sue
- Barbetti, David & Renee
- Benko, Pat & Lisa
- Criley, Scott & Stacy
- Cummings, Tom & Trish
- Dillon, Brant & Heather
- Johnson, Chris & Melany
- Johnson, Ed & Mary
- King, Chad & Melissa
- Kittle, David & Malinda
- Kullick, Tom & Kelly
- New, Justin & Andrea
- Romero, Dave & Karen
- Rubino, Phil & Selina
- Titensor, Brent & Dennia
- Wunderlich, Jim & Libby

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**POLICY HISTORY**

*Original:* approved by the BOD on XX, 2005  
*Revision 1:* approved by the BOD on XX, 2005

*Revision 2:* approved by the BOD on September 19, 2005  
*Revision 3:* approved by the BOD on September 24, 2008  
*Revision 4:* approved by the BOD on November 19, 2008  
*Revision 5:* approved by the BOD on November 19, 2009  
*Revision 6:* approved by the BOD on December 14, 2010  
*Revision 7:* approved by the BOD on June 13, 2012  
*Revision 8:* approved by the BOD on July 12, 2012  
*Revision 9:* approved by the BOD on November 1, 2012  
*Revision 10:* approved by the BOD on December 9, 2014  
*Revision 11:* approved by the BOD on July 2, 2015  
*Revision 12:* approved by the BOD on November 10, 2015  
*Revision 13:* approved by the BOD on October 25, 2016

**SUMMARY OF REVISION 1**

Addition of names of founding families

**SUMMARY OF REVISION 2**

Removed priority of staff children to avoid disqualification for federal funding

**SUMMARY OF REVISION 3**

Returned priority of staff children; added a weighted lottery per the charter renewal contract; and clarified the lottery process

**SUMMARY OF REVISION 4**

Clarification of feeder area

**SUMMARY OF REVISION 5**

Changed lottery date to January 15  
Changed open enrollment deadline to the evening prior to the lottery date

**SUMMARY OF REVISION 6**

Changed lottery date to December 5

**SUMMARY OF REVISION 7**

Adjusted the policy to accommodate both AA campus locations

**SUMMARY OF REVISION 8**

Re-adjusted the policy to accommodate both AA campus locations

**SUMMARY OF REVISION 9**

Re-adjusted the policy to accommodate both AA campus locations including AA's new preschool

**SUMMARY OF REVISION 10**

Provisions to offer KindiePrep students kindergarten openings through a separate lottery.

**SUMMARY OF REVISION 11**

Updated feeder weights and specified a Campus Transfer process.

**SUMMARY OF REVISION 12**

Clarification that kindergarten students are eligible for Weight B.

**SUMMARY OF REVISION 13**

Added language in Open Enrollment Period to require families to reapply should they decline an invitation to enroll but wish to remain on waitlist

Clarified the lottery date in Lottery Process to account for years when December 5 falls on a Saturday or Sunday

Added email as a method of communicating during Enrollment Acceptance

Added deadlines by which Campus Transfer Requests for the 2017-18 school year will be accepted

Added language in Campus Transfers to indicate transfers will no longer be allowed effective with the 2018-19 school year

