

# CVCS ENROLLMENT POLICY

March 2017

## ADMITTANCE

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 providing 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 will be enrolled in CVCS for the following academic year. 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. Step sibling residing in the same household. Step siblings 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.

It is the parent's responsibility to inform and, if necessary, provide evidence to the school of sibling status. The administrator and governing council may determine a student's eligibility for sibling status.

### 3. Children of CVCS employees.

Child by definition is:

- A. Biological/adoptive child.
- B. Step child residing in the same household. Step children living in different households do not qualify.

C. Foster children residing within the same household. Foster Parents must provide documentation showing they have legal guardianship

**4. Students on the waiting list from the previous year (Cohorts A-I, see below) or in the New Lottery System (beginning with Cohort J; kindergarten 2017-18).**

Upon selection, the school will inform the family using the contact information provided on the *Intent to Enroll* form. The family will then have 24 hours to inform the school of their decision. If a vacancy occurs within five business days prior to the significant funding days (generally the 40th and 120th days), the parent response time may be abbreviated at the discretion of the administrator. The intent of this policy is to ensure full enrollment on days for which enrollment is used to calculate school funding.

**ORDER FOR FILLING VACANCIES**

When enrollment falls below 170, the order for filling vacancies is as follows:

1. Before the 120th day of the school year, a slot will be opened in the grade from which the vacancy arose.
2. If there are no students waiting to enroll for that grade or if the vacancy occurred after the 120th day, slots will be held for the Kindergarten of the following academic year until that Kindergarten reaches full capacity.
3. If items 1 and 2 have been fulfilled, a slot will be opened in the grade with the lowest enrollment (in case of a tie, the youngest classroom has priority)

CVCS will not enroll any new student after the 120th day of the school year OR accept any 8th graders after the first week of school.

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 student on the waiting list or the next lottery winner.

**WAITING LIST INFORMATION**

If information regarding 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.

**Traditional Waiting List and NEW Lottery System**

Cottonwood Valley will transition from the traditional waiting list procedure for student enrollment to an annual lottery system beginning with the kindergarten class of 2017-18. The waiting list will be honored for the K-8 classes currently using this procedure (Cohorts A-I) and be in effect for these cohorts until the final group graduates (the 8<sup>th</sup>

grade graduating class of 2024-2025). The NEW Lottery System will begin with Cohort J in 2017-18 and for each new cohort graduating thereafter.

	TRADITIONAL WAITING LIST									*	NEW LOTTERY SYSTEM							
Cohort	A	B	C	D	E	F	G	H	I	*	J	K	L	M	N	O	P	Q
16-17	8 <sup>TH</sup>	7 <sup>TH</sup>	6 <sup>TH</sup>	5 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	2 <sup>ND</sup>	1 <sup>ST</sup>	K	*								
17-18		8 <sup>TH</sup>	7 <sup>TH</sup>	6 <sup>TH</sup>	5 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	2 <sup>ND</sup>	1 <sup>ST</sup>	*	K							
18-19			8 <sup>TH</sup>	7 <sup>TH</sup>	6 <sup>TH</sup>	5 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	2 <sup>ND</sup>	*	1 <sup>ST</sup>	K						
19-20				8 <sup>TH</sup>	7 <sup>TH</sup>	6 <sup>TH</sup>	5 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	*	2 <sup>ND</sup>	1 <sup>ST</sup>	K					
20-21					8 <sup>TH</sup>	7 <sup>TH</sup>	6 <sup>TH</sup>	5 <sup>TH</sup>	4 <sup>TH</sup>	*	3 <sup>RD</sup>	2 <sup>ND</sup>	1 <sup>ST</sup>	K				
21-22						8 <sup>TH</sup>	7 <sup>TH</sup>	6 <sup>TH</sup>	5 <sup>TH</sup>	*	4 <sup>TH</sup>	3 <sup>RD</sup>	2 <sup>ND</sup>	1 <sup>ST</sup>	K			
22-23							8 <sup>TH</sup>	7 <sup>TH</sup>	6 <sup>TH</sup>	*	5 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	2 <sup>ND</sup>	1 <sup>ST</sup>	K		
23-24								8 <sup>TH</sup>	7 <sup>TH</sup>	*	6 <sup>TH</sup>	5 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	2 <sup>ND</sup>	1 <sup>ST</sup>	K	
24-25									8 <sup>TH</sup>	*	7 <sup>TH</sup>	6 <sup>TH</sup>	5 <sup>TH</sup>	4 <sup>TH</sup>	3 <sup>RD</sup>	2 <sup>ND</sup>	1 <sup>ST</sup>	K

**NEW LOTTERY SYSTEM (Applicable to Cohort J and subsequent cohorts)**

Enrollment for classroom vacancies shall be determined by lottery. The first lottery is held in the spring preceding 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 CVCS web site. Students entering kindergarten must be 5 years old prior to 12:01 am September 1 according to NM State law 6.30.5.9.

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.

Students in the NEW Lottery System will be given one entry when initially joining the lottery. In lotteries during future academic years, they will receive one additional entry for each year they have remained in the lottery and failed to draw a slot. For example, a student entering their third year of attempting to enroll at the school through the new lottery will receive a total of 3 entries.

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 enrolled school provided they comply with applicable state and federal laws and regulations.

All parents are responsible for ensuring their lottery enrollment and for updating any changes to their contact information. If no contact can be made using the contact information provided, students will be taken out of the lottery. Students who refuse an offered position may chose to remain in the lottery, but with their start date reset.

Students with employee privilege status must accept the first opportunity for enrollment or will be moved to the general lottery with their start date reset.