



NSA West Enrollment Policy

Purpose

North Star Academy - West (NSA West) is a K-8 public charter school, and is dependent on state and federal grant funds for the start-up of its academic program. As such, the Colorado Department of Education (CDE) has specific requirements regarding enrollment for this campus, including a required lottery process for all grades that are oversubscribed.

This policy outlines the approved enrollment process for NSA West for grades Kindergarten through eighth.

★ Enrollment Process

NSA West is a school of choice, and parents must request enrollment into the school by completing an Open Enrollment Form prior to or during NSA West's open enrollment period (see below). *Submittal of this form does not guarantee enrollment for the potential student*, nor does it legally bind families to enroll in NSA West. The completed Open Enrollment Form is to be submitted to NSA West via personal delivery, U.S. postal mail service, or fax. Open Enrollment Forms can be obtained from the school website at www.nsawest.org, or in person from the school's front office during normal school hours.

★ Priority for Enrollment

Priority for enrollment will be given to the following groups of students, prior to the lottery:

1. Currently enrolled students.
2. Children of Founding Families.

The aggregate sum of priority 2 will comprise no more than 20% of total student enrollment per CDE Grant Guidelines.

3. Siblings of currently enrolled NSA West students or students who have successfully completed 6th grade and are no longer at NSA West.

★ Obtaining Founding Family Status

In order to obtain "Founding Family" Status an individual must provide a contribution of volunteer hours dedicated towards the establishment of NSA West as follows:

1. Completed 20 individual or family volunteer hours specific to NSA West planning by December 31, 2008. Attendance at NSA West planning and informational meetings will count toward total hours served.
2. The total number of Founding Families shall comprise no more than 20% of the total student enrollment. This number is estimated to be no more than 80 students (based on a 400 student enrollment for the 2010-2011 school year).
3. Founding Family status will be prioritized based on the completion date for the required 20 volunteer hours for NSA West.

★ **Open Enrollment Period**

Open Enrollment for each school year will end at the close of business (4:00 p.m.) on January 15th of each year, or as may be changed by the Douglas County School District. All Open Enrollment Forms received prior to or during the school's open enrollment period will be considered for enrollment for the next school year. Families who applied in a prior year but were not previously extended an invitation to enroll do not need to reapply unless they have previously asked that their Open Enrollment Form be removed from the lottery list. Opportunity for Open Enrollment will be made public within the school community in the Fall prior to completion of the open enrollment period (January 15th) to provide equal opportunity to all interested students.

★ **Invitation to Enroll**

If the number of Open Enrollment forms received is less than or equal to the number of student spaces available for any grade served, the school will extend an invitation to enroll to every student for whom a completed Open Enrollment Form was received prior to the end of the Open Enrollment Period as stated above. Should the number of Open Enrollment Forms received by the Open Enrollment deadline be higher than the number of available spaces, all students for the oversubscribed grade will be assigned a randomized identification number, one per family, to be used in a lottery.

• **Lottery**

If a lottery is determined to be necessary (see the Invitation to Enroll section above), the lottery process will be conducted no later than noon (MST) on February 1st, or the first school day following in the event the 1st falls on a weekend. Open Enrollment Forms received by the school prior to the close of the Open Enrollment Period, including those received from families who have previously submitted an Open Enrollment and not requested that their name be removed, will be assigned a computer-generated, randomized number, one number per family. This number will be assigned for the upcoming academic year only. Enrollment vacancies will be filled by grade, beginning with the highest grade served for which there is one or more vacancies, and will continue in descending order until all vacancies are filled. Invitations to enroll will first be extended to families assigned the lowest lottery number. The lottery process will be overseen by at least one member of the Board of Directors to ensure the integrity of this process.

This lottery-generated wait list will be maintained until the next upcoming enrollment period beginning February 1st of the following year when a new lottery list is generated to fill vacancies for the current school year.

Once enrolled in NSA West, students are automatically enrolled for the following academic year after completing the required Commitment to Return Form in January of the upcoming academic year.

★ **Enrollment Acceptance**

Families who have drawn a lottery number for an available placement for the upcoming school year will be informed via telephone, email or U.S. postal mail beginning on February 1st of each year, or the next school day should the 1st fall on a weekend. After the family is contacted and enrollment is offered, the school will *require a verbal decision within 48 hours*. Parents or legal guardians of the student(s) are responsible for providing a reasonable way for NSA West to reach them regarding enrollment. Parents are also responsible for informing the school of any change to their contact information. While NSA West will make every attempt to notify families, the school is not responsible for the inability to contact families should they be unreachable (i.e. traveling, inaccurate information on the Open Enrollment form, etc.).

While siblings are not guaranteed placement, they will be given priority for enrollment as noted above. Every effort will be made to ensure enrollment for siblings in the future.

★ **Vacancies**

Should a vacancy be created prior to or after the school year has begun, the vacancy will be filled as specified in the “Priority for Enrollment” and “Invitation to Enroll” sections as noted above. A student who fills a vacancy will be considered a currently enrolled student, and that student’s enrollment will continue beyond the current academic year. Should a vacancy open up after October 1st, it will be the decision of the Administrator to fill that vacancy or leave it open until the next lottery period. In addition, the school will not accept new students after 5th grade unless deemed financially necessary to ensure that the consistency and quality of the program remains intact.

★ **Douglas County School District (DCSD) Open Enrollment Policy**

By providing written Enrollment Acceptance to NSA West (as defined by completing the Enrollment Kit), the parent or guardian understands that NSA West 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 the DCSD website for details.

★ **Resident Priority**

NSA West will serve the area encompassed within the Douglas County School District’s boundaries subject to the total enrollment limitations. District residents will be given first priority over students residing outside of District boundaries.

★ **Non-Discrimination Policy**

It is the intention of NSA West to be fair and equitable to all potential students. NSA West will not discriminate against any student based on race, creed, color, gender, national origin, religion, ancestry, disability, socioeconomic status, or need for special education. Students with disabilities, “at risk” students, and gifted and talented students will be enrolled in the same manner as other students.