



January 14, 2010

Dear NSA West Prospective Families:

Happy New Year! It's hard to believe that it's 2010 already, and exciting that our school is opening this year!

You are receiving this email because our records indicate that we have received an Intent to Enroll form for your child(ren) for the 2010 – 2011 year and you will be included in our lottery on January 19, 2010.

If you have friends or neighbors who are interested in being included in our lottery, please let them now that the deadline to submit an Intent to Enroll form (see attached) for the 2010-2011 school year is January 15<sup>th</sup>.

#### Lottery Process

We have approximately 200 seats available in our lottery for the 2010-2011 school year in grades K-5. We also have preschool openings for our 3 and 4 year old classes.

A lottery will be conducted for each grade including preschool that has more interest than open seats per the guidelines of the grant we received from the Colorado Department of Education. Every student who submits an Intent to Enroll (ITE) form by January 15, 2010 will be included in their respective grade level lottery to fill the remaining open seats in that grade. Those who submit ITE forms after January 15, 2010 will be placed on our waitlist behind all students who received a lottery number due to submittal of the ITE by the January 15<sup>th</sup> deadline.

We will fill the highest grade first, which is 5<sup>th</sup> grade for 2010 - 2011. Those students who accept the offered seat after the lottery will also be offered the appropriate grade seat for each of their siblings based on availability.

#### Enrollment Offers

Our parent volunteers will begin making enrollment offer calls to families with children who have been drawn in the lottery for any available opening we have at approximately 10:00 a.m. on January 19<sup>th</sup>. If you receive an enrollment offer call you will then have 48 hours to accept or decline the offer either via phone or email (further instructions will be given should you receive an enrollment offer call). During this timeframe we will temporarily place siblings in the appropriate seat for their grade also, based on

availability. If we do not hear from you within the 48 hour timeline we will make the offer to fill the seat with the next name on our list. We encourage you to be prepared to check your voicemail regularly during the next few weeks, especially if you plan to be out of town. If you think any of your phone numbers may have changed since the time you submitted your information to us, please email us at [enrollment@nsawest.org](mailto:enrollment@nsawest.org) to update it.

We will continue this process for all grades until all open seats are filled. We ask for your patience as this will take time. Beginning January 16, 2010, any Intent to Enroll forms received for the 2010 – 2011 school year will be placed at the bottom of the lottery list (generated on January 19<sup>th</sup>) in the order they are received.

#### If You Choose to Decline an Enrollment Offer

If a family declines an enrollment offer (either verbally or by lack of response within 48 hours), or changes their mind after accepting, they will be removed from our database and required to complete a new Intent to Enroll form to be included in future lotteries.

During the month prior to school starting families may decline an enrollment offer or remove themselves from the school for many different reasons. As this happens, the next child on the appropriate grade-level waitlist will be called.

We will continue to offer students any open seats and place them up until October 1, 2010. After that, all students who did not receive a seat for 2010 - 2011 will be kept in the database for inclusion in the lottery for the upcoming school year unless the parent requests to be removed from the data base.

#### Sibling Placement

Since siblings have a priority over an unplaced student, they are placed in their respective grade if there is an open seat. Should space not be available the sibling moves to the top of the waitlist for their respective grade above lottery numbered students. This can mean for example, that although your 2<sup>nd</sup> grader may have received lottery number 3 for their grade, they may actually be the 7<sup>th</sup> on the waitlist for their grade due to 4 siblings in line before them.

Thank you for your continued interest in NSA West. Please help us spread the word and let your friends and neighbors know about our school!

Regards,

NSA West Founding Board

Jennifer Larson, Lisa Nolan, Kristin Hill, Lorrie Grove, John Schlichting

[www.nsawest.org](http://www.nsawest.org)