

File: AR-JFBA

ENROLLMENT POLICY

Because the Charter School is a public school committed to equal opportunity, the Charter School shall be non-sectarian in its programs, admission policies, and operations. Admission to the Charter School shall be open to students residing in St. Vrain Valley School District and students residing in school districts adjacent to St. Vrain. Students will be accepted without regard to previous academic performance or disability, but will be challenged to attain individual goals and rigorous academic standards. The Charter School will employ no admissions exams or special admissions requirements and will enroll students on a non-discriminatory basis without regard to race, color, creed, ancestry, sex, religion, national origin, age (except where required by law for initial enrollment in school), marital status, sexual orientation, or disability.

Enrollment Applications

In order to be considered for enrollment at Aspen Ridge Preparatory School, parents must complete and submit an **Enrollment Application** form, which may be downloaded from our website or obtained at a Parent Information Session during the dates of open enrollment. The form must be returned to the school via our website, [email](#), fax, in person, or mail.

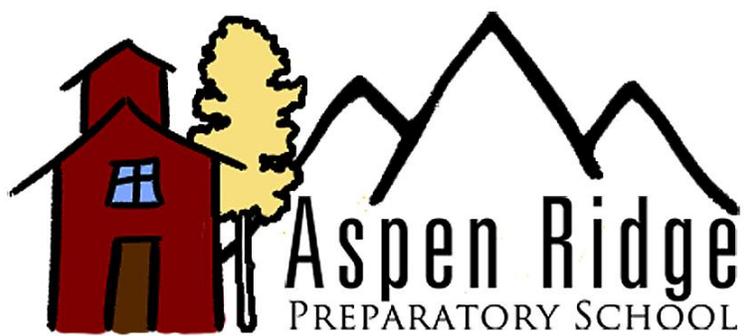
Annual Admission Process

Parents who desire enrollment of their children in the Charter School shall submit an application for enrollment. Enrollment Applications for new enrollments will be accepted during the open enrollment period, extending from December 1 to January 20 each year for enrollment the following year. All Enrollment Application forms will be stamped and initialed by the school office manager upon receipt, originals will be maintained on file in the school office, and student names entered into an electronic database with preference status noted.

Admission to the Charter School will be determined in the following manner:

1. Students continuing enrollment at the Charter School will be automatically granted enrollment the following year with placement determined on promotion, retention, and or acceleration policies. Students will be requested to complete an **Intent to Continue Enrollment** form prior to January 20 of each year.
2. Siblings of currently enrolled students will be automatically enrolled into available openings at the appropriate grade level.

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Amended August 29, 2011



3. Additionally, twenty percent (20%) of students may be enrolled based on the following preferences:
 - Children of current members of the Charter School Board of Directors
 - Children of Founding Families of the Charter School
 - Children of full-time teachers of the Charter School
4. All other children living within District boundaries.
5. After enrollment slots are filled as described above, all remaining applications shall have an equal chance of being admitted through a random selection, or lottery, process.

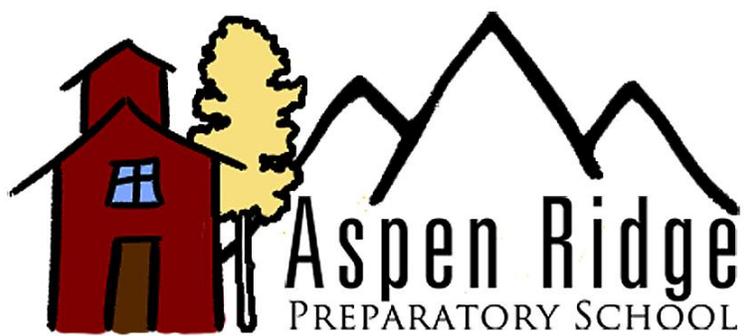
Annual Lottery

After enrollment slots are filled as described above, all remaining applications shall have an equal chance of being admitted through a random selection, or lottery, process. A lottery will be held each year on January 31, or the business day proceeding should January 31 fall on a weekend. The lottery shall be conducted in the following manner.

1. The number of available slots for each grade level will be determined.
2. Applicant student names will be drawn randomly by the Board of Directors Secretary.
3. The applicant student selected will be assigned to an open slot at the specific grade level.
4. The siblings of the applicant student selected will be assigned to open slots at the specific grade level.
5. The process will continue with the selection of another applicant student until all slots are filled.
6. Parents will be notified through personal phone calls to the contact number listed on the Enrollment Application form.
7. Parents must accept enrollment within two weeks of notification.

Wait List

Once enrollment reaches capacity through the method described above, ARPS will randomly place students on a wait list. Based on space availability, the School will continue to accept students from its waiting list or, if the waiting list is exhausted, from parents submitting applications after the deadline for the lottery up until October 1. Waiting lists are not maintained from year to year: students on the waiting list who are not offered admission and wish to be considered for admission the following year must submit a new application.



The School may accept students after October 1 at its discretion following the District's administrative transfer process.

Founding Families

Families completing an Intent to Enroll form and a minimum of twenty (20) volunteer hours in the strategic planning of the Charter School prior to February 28, 2010 will be considered founding families.

Tuition

ARPS shall not charge tuition or fees, except those programs not funded by Per Pupil Revenue, such as full day kindergarten, meal service, before/after school programs and extracurricular programs.

Suspension/Expulsion

Students under expulsion, or suspension pending an expulsion hearing, from schools within Colorado will be denied admission to ARPS.

Age Requirements

According to Colorado state law, in order to enroll in kindergarten, a student must reach age 5 on or before October 1 of the year of admission.

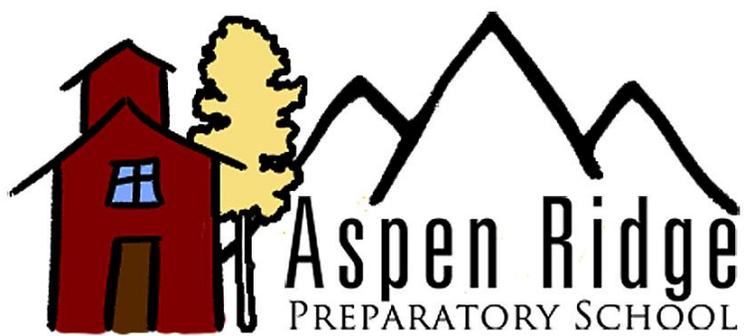
In order to enroll in 1st grade, a student must reach age 6 on or before October 1 of the year of admission.

A child who is entering ARPS for the first time must present one of the following:

1. A birth certificate, or an official birth registration card; or
2. Certificate of baptism showing the date of birth, accompanied by an affidavit sworn by the parent; or
3. Insurance policy showing the date of birth, which has been in force for at least two years on the child's life; or
4. Passport or certificate of arrival in the United States showing the age of the child; or
5. A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth; or
6. If none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if neither of these shall be available in the county, by a licensed practicing physician designated by the school board, which certificate states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

*Under the McKinney-Vento Homeless Education Act, the children of families who are

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considered homeless are eligible for immediate enrollment without documentation.

Immunization Requirement for Entrance

The **Colorado School Entrance Immunization Law**, C.S.R. 25-4-901 to 909, requires all students to provide proof of immunizations to attend school. ARPS will require all students to submit a up-to-date certificate of immunization or valid written exemption prior to the first day of student attendance. Certificate of immunization must be from a licensed physician, a licensed advanced practice nurse, or authorized representative of the department of public health and environment or local health department. Exemptions allowed in Colorado statute include:

1. Certificate of exemption made by a licensed physician due to medical reasons
2. Statement of exemption made by the parent or guardian stating objections on religious or personal belief systems. Documentation certifying the same, signed by a parent/guardian must be entered into the child's record.

If the school does not have either proof of immunizations or your exemption card within 14 days of school starting in the fall, your child can be denied attendance according to the Colorado Statutes 25-4-902

Notification of In Loco Parentis

Special Power of Attorney and Certification is needed for admission purposes in cases in which a student is not residing with his or her parents/guardians. This designates that the adult person with whom the student resides stands in loco parentis. In special circumstances, the Principal may accept a notarized statement signed by the parent/guardian until the certification can be obtained.