



AMERICAN ACADEMY
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Enrollment Policy

This policy was modified and approved by the American Academy Board of Directors on December 17, 2019.

Purpose

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

Method of Enrollment

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

Open, Non-Discrimination Policy

American Academy welcomes all students and families who choose to become part of its school irrespective of ability (academic, language, physical or otherwise), race, national origin, sexual orientation, religion, or socioeconomic status.

Online Waitlist Entry Deadlines

Online Waitlist entries which specify the upcoming school year as the year of entry AND are submitted prior to 11:59 PM (MST) of the day prior to the lottery date will be included in the lottery for the upcoming school year. Online Waitlist entries that specify the upcoming school year as the year of entry submitted on the lottery date or later will be added to the end of the lottery list on a first-come first-served basis.

To ensure the school's waitlist database is current and offers of enrollment can be extended by school staff in an efficient manner, families must reapply each year they wish to be included in the lottery. Families that applied in a prior year will be removed from the waitlist for future lotteries.

Priority for Enrollment

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

- 1) **Currently enrolled students in grades PK-8 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 to include contractors working full-time onsite for at least one school year,**
- 5) **Siblings of currently enrolled KindiePrep-8 students at American Academy,**
- 6) **Students included in the general lottery who reside within the Douglas County School District,**
- 7) **Students included in the general lottery who reside outside of the Douglas County School District.**

Information for categories 1-5 above will be requested each year through a method of the administrations' choosing. Once qualification for the category is determined, students will be considered on a first-come, first-served basis, based on the order in which responses to the request for information are received.

General Lottery

All students not included in priority classes 1 through 6 above, and who have submitted an Online Waitlist entry before or during open enrollment will be selected by lottery.

Lottery Process

The lottery process for the upcoming school year shall commence on the first school day occurring on or after December 5th. All students for whom an Online Waitlist entry was submitted prior to the end of the open enrollment period and who are eligible for enrollment will be assigned a unique number and placed on a list (by number). 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. 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 invitations will be extended to students in order of their assigned Lottery ID (lowest to highest) in each grade that has openings. 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

Kindergarten openings will be filled in accordance with the "Priority of Enrollment" section of this policy. After siblings of currently enrolled students have been placed in Kindergarten, Kindergarten openings will be offered to current KindiePrep students according to their campus preference. The rules and deadlines for acceptance outlined in the Enrollment Acceptance section of this policy apply in order to secure enrollment. If a KindiePrep student does not complete the school year, their spot in AA's Kindergarten Program is forfeited. Remaining Kindergarten openings will be offered to the general lottery applicants, in lottery order.

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 acceptance to the appropriate school contact no later than twenty-four hours after the enrollment invitation was communicated. 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. Therefore, a child's enrollment may be 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 completed in their entirety and submitted, along with all required supporting documentation (for example, birth certificates, proof of residency, etc), to the school within seven calendar days 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 and documentation 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

Campus transfer requests will be considered on a case-by-case basis, subject to available space and approval of a principal at both campuses. As space is available, approved transfers will be executed in the order the requests were received.

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.

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. 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 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

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

Revision 14: approved by the BOD on November 6, 2017

Revision 15: approved by the BOD on October 16, 2018

Revision 16: approved by the BOD on December 17, 2019

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

SUMMARY OF REVISION 14

Changed lottery date to November 27

SUMMARY OF REVISION 15

- Indicated that parents must reapply each year they want to be included in the lottery.
- Removed procedures for weights; no longer applicable effective with the 2019-2020 lottery.
- Changed the lottery date back to December 5.
- Revised the "Kindergarten Enrollment" section of the policy to clarify the KindiePrep-into-Kindergarten sub-lottery process.
- Clarified the criteria & deadlines that must be met in the "Enrollment Acceptance" section of the policy.
- Removed out-of-date references to pre-2017/18 criteria in the "Campus Transfers" section of the policy.

SUMMARY OF REVISION 16

- Addition of contractors to staff priority
- Revisions to KindiePrep enrollment into kindergarten given universal full-day kindergarten