



# Policy Directive: Enrollment

Approved: BLRA Board

BLRA#: BOPEL-BLRA

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Point of Contact: Board President

Colorado Springs, Colorado

Series: Operations

## Enrollment Policy

**Purpose and Scope:** The Banning Lewis Academy (BLA) Enrollment Policy is intended to provide documented guidelines to the operations contractor for the allocation of available seats at Banning Lewis Academy. The Policy also provides for a lottery process when the number of student applications exceeds the number of available seats.

**Distribution:** This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an application for enrollment to BLA.

**Declaration:** By applying for enrollment into BLA all persons involved in the enrollment process declare that they have read and understand the enrollment policy of BLA, will abide by this policy, and will provide the most up-to-date and accurate information available. All persons declare that they understand enrollment fraud as defined in the policy and that enrollment fraud will result in forfeiture of application/enrollment status.

### Definitions:

**Enrollment Priority:** Defines the priority category in which students are selected for available seats based on residency and sibling status. These priority categories are defined in the Banning Lewis Academy charter contract. As defined in the charter contract the enrollment priorities are:

1. Banning Lewis Ranch-Residential Development
2. Sibling Status 2A and 2B (defined below)
3. Currently enrolled authorized charter school students
4. Students who reside within School District 49 geographical boundaries
5. Student who reside outside of School District 49 geographical boundaries

**Banning Lewis Ranch –Residential Development (Priority 1 Enrollment):** Is any applicant who can show adequate proof of residency in the Banning Lewis Ranch Residential Development.

*Sibling Status (Priority 2 Enrollment):*

- 2A Sibling Status is the status given to a new applicant if their sibling is currently attending BLA. In the summer, a student who is re-enrolled is treated as currently attending.
- 2B Sibling Status is the status given to a new applicant if their sibling is offered enrollment and has not declined the enrollment offer.

*Currently Enrolled Charter School Students (Priority 3 Enrollment):* Is any applicant that can verify current enrollment in an authorized charter school for the school year preceding the school year for which the applicant is applying for. A charter school is a publicly funded independent school established by teachers, parents, or community groups under the terms of a charter with a local or national authority.

*Enrollment Lottery (or Lottery):* The process of randomly selecting names of applicants when there are more applicants than seats available.

*Enrollment Fraud:* All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status, residency, or age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If a misrepresentation is determined, then the student will be treated as no longer enrolled. If residency is established between the enrollment date and the discovery of the misrepresentation, then the student will forfeit their enrolled status for the next school year and will be given status based upon the most up-to-date residency information at the time of the next enrollment period.

*CAO:* The CAO or Chief Administrative Officer at Banning Lewis Academy is responsible for overseeing the enrollment and lottery process as described.

*Registrar:* The Registrar is responsible for carrying out the enrollment and lottery process as described.

*Lottery Official:* The person in charge of verifying the accuracy of the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school or an otherwise vested interest in the school.

*Lottery eligibility:* If a child completes a valid application and meets the eligibility requirements set forth in the application for enrollment in BLA, then that child is deemed to be eligible for participation in the enrollment lottery.

*Previous Student:* Once a student leaves BLA, such as transferring to another school, for any reason, the child must reapply for enrollment. The child's priority status is reset so that eligibility and priority status will be that of a new applicant.

*Change in Status:* If at any point during the enrollment process where any portion of an applicant's priority status would change, such as a sibling's recent enrollment into BLA prior to the enrollment lottery taking place (grants sibling/Priority 2B enrollment status) or change of residency (Purchase/Rental of a residence being made or falling through, depends on actual activity), then notification must be made to the BLA registrar regarding the change in status so that the enrollment

application can be updated. Failure to update the enrollment application for a field that would change the student's priority status is considered an intentional act of enrollment fraud.

*Sibling:* An applicant or current student who is a biological Brother, Sister, or Half- Sibling of another student or a Brother, Sister, Stepbrother, Stepsister of another student through marriage or adoption.

*Waitlist:* The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each school year is initiated through the lottery process. Once all available enrollment opportunities are offered, the remaining applicant students will be added to the waitlist in the order drawn. The waitlist remains active through the academic year. The waitlist for a given year is not carried over to the next school year. A new enrollment application is required for each school year for which a student is seeking a new enrollment.

*Withdrawn Students:* If the student(s) were withdrawn from BLA for any reason, including adverse conditions (such as disagreements with the CAO, BLA BOD, or withdrawal in lieu of suspension or greater disciplinary action(s)), the child/children must receive CAO and/or BLA BOD approval to enroll prior to the closing of the enrollment process.

*Grade Level Capacity:* The BLA Board recognizes that situations may arise when the building capacity has not been reached but a particular grade level enrollment may reach a level which is not conducive to high academic achievement or manageable by the operations contractor. As such the CAO or designee will set a maximum grade level capacity annually based on academic achievement goals and operations manageability. This grade level capacity may vary from grade level to grade level and throughout the year. The grade level capacity for the next academic year must receive approval from the Board of Directors and may only be modified during the year with approval from the Board of Directors.

*Established Enrollment Number:* The school's total available enrollment as approved by the Board of Directors.

### **Proof of Residency Requirements (To establish enrollment and enrollment priority):**

Post Office boxes do not meet residency requirements. Only street addresses are accepted. All proofs of residency for priority 1 applicants must demonstrate residence in the Banning Lewis Ranch Residential Development.

1. ONE of the following official parent/guardian's picture ID from the following list:
  - a. Current State-Issued Driver's License
  - b. Current State-Issued Identification Card
  - c. Valid Passport or Valid Consulate Issued Picture ID of any country

**AND**

2. ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:

Priority 1 Applicants must provide one of the following:

- a. A current Colorado Springs Utilities bill with parent/ guardian's name and property address, dated within the last 30 days.
- b. A fully executed contract to build or purchase a home in the Banning Lewis Ranch Development with the parent/guardian's name and property address. This will be used as a placeholder only and will need to be updated with a Colorado Springs Utilities bill at least one week prior to the first day of classes to retain the students Priority 1 status and any resulting seat offer.
- c. A current Rental or Lease agreement, fully executed within the last 30 days, with parent/guardian's name, student name, and address in the Banning Lewis Ranch Development, as well as a property manager or owner's name and phone number. This will be used as a placeholder only and will need to be updated with a Colorado Springs Utilities bill at least one week prior to the first day of classes to retain the students Priority 1 status and any resulting seat offer.

Priority 2-5 applicants must provide one of the following:

- A. A current Property Tax Bill with parent/ guardian's name and property address, dated within the past 30 days.
- B. A fully executed contract to build or purchase a home with the parent/guardian's name and property address.
- C. A current Rental or Lease agreement, fully executed within the last 30 days, with parent/guardian's name, student name, and address, as well as a property manager or owner's name and phone number.
- D. A current utility bill with parent/guardian's name and property address, dated within the past 30 days. (electric, gas, water, cable or trash bill)

### **General:**

The Board of Directors recognizes that the CAO or designee is best suited to determine ideal and maximum enrollment availability based upon academic achievement and operations manageability. However, at no time shall the operations contractor, CAO or designee enroll a student of any enrollment priority that would commit the Board to adding staff, modifying the building (including adding modular classrooms), or modifying existing academic programs (including specials) without prior Board approval.

## Enrollment Process:

1. Applications are initiated by a parent or legal guardian completing and submitting the school's student application for enrollment. The enrollment application may be accessed online at [www.blracademy.org](http://www.blracademy.org). Open enrollment occurs each year from November 1 – February 28.
2. Applicants who apply for enrollment after the open enrollment window will be placed at the end of the grade level's respective priority waitlist in the order the application is received.
3. A child must be five (5) years of age on or before August 15 in the school year enrollment is being applied for kindergarten, or six (6) years of age on or before October 1 for first grade. Exceptions to the age requirements may be granted to students identified as "Highly Gifted" through the District 49 Gifted Early Access process.
4. Applications submitted up to the announced enrollment decision date will be reviewed by the Registrar or designee for completeness, legal residence, and age/grade of student. Incomplete enrollment forms will not be considered regardless of potential priority status. Completed enrollment forms will be sorted by entering grade level and enrollment priority 1 through 5.
5. BLA BOD members may be present during the lottery process. Notification of the lottery will serve as public notice of an official meeting, even if no action(s) are anticipated to be taken by members of the BLA BOD at the time of the lottery. BLA BOD members are primarily present to observe and assist the CAO or designee should such need(s) arise.
6. If an enrollment lottery is required, the following guidelines will apply:
  - a. Applicants will receive confirmation of being in the lottery, and the date, time, and place of the lottery.
  - b. The lottery will be conducted by the Registrar and be overseen by the Lottery Official and CAO.
  - c. On the day of the lottery, the lottery official will check to assure all applicant student names are appropriately included in the random selection process.
  - d. The lottery will begin by selecting applicants at the highest grade level. The process will continue to work backwards through grade levels until kindergarten is complete.
  - e. Once an applicant is selected, enrollment of that student is assumed for the remainder of the lottery process in order to inform any potential priority changes for other students remaining in the lottery.
  - f. The CAO and Registrar will monitor selections to ensure grade levels are not overenrolled.
  - g. Any applicant student who is not offered enrollment will be placed on the waitlist using the process listed above.
7. Once the lottery is complete, applicants will be notified by the Registrar or designee of their status.
8. Digital registration will be made accessible to applicants who received enrollment offers in the lottery process. Families will have one week to complete the registration accurately and

thoroughly. Registrations that are not completed in that time, or applicants that cannot produce appropriate priority information, will forfeit enrollment offers.

9. Seat placement determinations are made following receipt of the completed registration.
10. As openings occur post lottery, applicants on the grade level waitlist will be contacted in the established order. Registration process access will be provided. Completion of the registration process is expected in three (3) business days in order to prompt a seat placement determination.
11. BLA will continue to enroll students using this process until the established enrollment number is met and maintained. Only priority 1 or priority 2 status students on the waitlist will be considered for enrollment offers after October 1.
12. A provision shall be made for the children of a parent/guardian that is hired at Banning Lewis Academy. At the time of hiring and/or during each child's first full academic year of enrollment eligibility the children of Banning Lewis Academy employees will be enrolled if the building or grade level capacity for the applicable grade has not been reached. If a child must be placed on a waitlist due to capacity issues, the child of an employee will be granted a priority 1 status.
13. The school is committed to a class size that promotes high academic achievement and is manageable by the operations staff. Enrollment priorities are not guaranteed enrollment and will not be allowed to influence the academic achievement goals or the operational manageability of the school.

### **Early Access for Highly Gifted Students:**

Banning Lewis Academy requires a student to reach the age of 5 on or before August 15 in the school year of enrollment for kindergarten and 6 years of age on or before October 1 for first grade.

Exceptions to these birthdate requirements for students identified as "Highly Gifted" through the District 49 Gifted Early Access Process are honored by Banning Lewis Academy. Parents/Guardians must make arrangements with District 49 to have the student assessed to determine if the student is "Highly Gifted". Once a student is identified as "Highly Gifted", the parent/guardian would then contact the Banning Lewis Academy Registrar to submit an application for enrollment.

Parent/Guardians are encouraged to reference the District 49 website for further details regarding the District 49 Gifted Early Access Process (<https://www.d49.org/Page/503>).