# SCHOLAR ENROLLMENT OVERVIEW

Thank you for your interest in Leman Academy of Excellence in Parker, CO. Leman Academy is an independently operated, TUITION-FREE public charter school located within the Douglas County School District (DCSD), and as such, we are required to follow the [DCSD Open Enrollment timeline.](https://www.dcsdk12.org/cms/one.aspx?portalId=220484&pageId=5755186)

Once the Open Enrollment closes, Leman Academy is no longer able to offer enrollment to a scholar who has enrollment at another DCSD school.

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 principal.

**Current Year Enrollment**

The “Current Year Enrollment” is considered the September before the year starts, through the end of September once school is in session. For example: If you would like your child to attend Leman for the 2023-2024 school year, you would have the opportunity to fill out a Scholar Enrollment Request for that year starting in September of 2022 through September of 2023.

To ensure the school's waitlist database is current, **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

We will hold a lottery every year after November 16th. The lottery includes scholars who have filled out a Scholar Enrollment Request for the upcoming year September through November 15th. The Lottery randomly places scholars in the order they will receive offers to attend Leman Academy. After the lottery is held, any available openings will be offered to families according to the submission date on the Scholar Enrollment Request.
Parents only have 48 hours to accept an offer once it has been made. We strongly encourage you to attend a [School Tour](https://www.signupgenius.com/go/60b044fada62da3f94-parker) in advance to see if Leman Academy is a good fit for your family and you are prepared to make this decision.

Click here to sign up for a [**School Tour**](https://www.signupgenius.com/go/60b044fada62da3f94-parker)**.**

Leman Academy also offers a Homeschool Enrichment Program that might be an option for your family while you are on our waitlist. Here is a link to more information: [Leman Academy Enrichment Program](https://lemanacademy.com/online-leman/virtual-academy-colorado/)

**Future Years Enrollment**

Future Years Scholar Enrollment Requests are only available in September the year before your child is due to start school through the end of September once school is in session.

**Scholars must be 5 years of age by October 1st and fully potty trained to be eligible to attend school in the fall.**

**Enrollment Procedures**

Leman Academy of Excellence will enroll scholars in an equitable selection process that is compliant with C.R.S. 22-30.5-104.

LAE recognizes that navigating school choice is challenging for parents. In an effort to help streamline the process for families, the open enrollment period for the LAE will correlate with the open enrollment dates of the school district that serves our target population.

During the open enrollment period, parents/guardians must submit a simple application form called Scholar Enrollment Request indicating their desire for their child to attend LAE. This form will collect basic applicant information and contact information from the parent/guardian. Additionally, the application form will consist of the following documents to help convey the culture and values of LAE as well as the expectation of LAE scholars:

* School Rules & Procedures
* School Mission Statement
* Scholar Expectations

The form must be filled out in full, electronically signed and submitted online. A special signature line requires parents/legal guardians to verify that they have read the accompanying school rules, procedures, mission statement and scholar expectations and understand the educational choice that LAE represents. When the open enrollment period ends (i.e., open enrollment deadline), the total number of applicants submitting completed application forms will be determined and compared to the open seats (capacity) in each grade level. This process determines which grades are undersubscribed and which grades are oversubscribed.

**Enrollment Procedures & The Lottery**

For grade levels that are undersubscribed, applicants who submit timely application forms shall be admitted. Furthermore, additional applications for undersubscribed grades will be accepted on a rolling basis until grade levels are filled, after which point a waitlist will begin. Both acceptances and waitlist positions will function on a “first come-first served” basis following the deadline for undersubscribed grades.

LAE shall not limit admission based on ethnicity, religion, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. Pursuant to C.R.S. 22-33-106, LAE may refuse to admit any pupil who has been expelled from another institution.

During the preceding twelve months or who is in the process of being expelled from another educational institution. For scholars with either a 504 plan or an Individualized Education Plan (IEP), the Douglas County School District is required to review that documentation before Leman Academy of Excellence can make a final offer of enrollment to ensure that LAE can provide a Free Appropriate Public Education (FAPE). A child’s spot at Leman Academy of Excellence will be held until DCSD has reviewed your documentation.

When grade levels are oversubscribed, LAE will hold a lottery. During the lottery process enrollment preferences will be given to scholars who meet the following criteria in the order listed:

* Scholars who are re-enrolling after attending the previous school year in full (applies to year two and beyond).
* Applicants who are siblings of an already-enrolled LAE scholar.
* Note, this includes the following: If two or more siblings submit completed application packets during the open enrollment period, and a sibling is randomly selected by lottery for enrollment, the other sibling(s) will be given preference in the enrollment process.
* Applicants who are children, grandchildren or legal wards of:
	+ (1) employees of the school
	+ (2) employees of the charter holder
	+ (3) members of the governing body of the school,
	+ (4) directors, officers, partners or board members of the charter holder, or
	+ (5) Founding Family members. These students will not exceed 20% of the school population.
* Transfer scholars moving from one Leman school to another Leman school.

After capacity is reached, applicants will be selected through the lottery process and placed on a waitlist in the order they were selected.

If a Scholar Enrollment Request is received after the lottery, the applicant will be added to the waitlist according to the date of submission.

Parents/guardians will be notified via email to confirm an offer of enrollment. Parents/guardians will have 48 hours (two business days) from receipt of notification to accept or decline the offer of enrollment. Parents, after receiving notice of an offer of enrollment via email, will then have two weeks to turn in the required paperwork. If the paperwork is not turned in by the two-week deadline, the applicant will be removed and that opening will be offered to the next person on the lottery/waitlist. If an offer is declined, the child’s name is removed and LAE will offer this opening to the next person until the spot is filled.

**Waitlist**

The waitlists at LAE are grade specific. As a spot becomes available, the school will contact the parent/guardian next on the waitlist to offer them the open spot for their child. Parents will have 48 hours (two business days) from receipt of notification of the offer to accept or decline the offered spot. Parents/guardians, after accepting, will have two weeks to turn in the required paperwork. If the spot is declined, the child is removed from the waitlist and the parents/guardians of the next scholar on the waitlist will be contacted.

Leman Academy understands the hardship of having children enrolled at different schools, therefore, if a scholar on the Waitlist is given an offer, their siblings will be moved to “Siblings of Incoming Scholars” and will have a priority on the waitlist once the Registration Packet is completed and turned in to the school.

**Enrollment Packet**

The documents listed below will be part of the registration packet. All forms are required to be filled out in full and returned within two weeks of an enrollment offer. Failure to return the enrollment packet in a timely manner constitutes rejection of the offer of enrollment or withdrawal of such acceptance, and the spot will be made available to the next applicant on the waitlist.

**Required Registration Packet includes:**

* **Leman Academy Cover Sheet** (2 pages)
* **DCSD Registration and Health Forms** (6 pages)
* **Colorado MEP Occupational Survey** (1 page)
* **Student Residency Questionnaire** (1 page)
* **Student Photography Release and Internet Use Form** (2 page)
* **Request for Release of Records** for students not currently enrolled in a DCSD neighborhood or charter school (allows LAE / DCSD to obtain your student's records from his/her current school)
* **Photocopy of Child's Birth Certificate** (translated Birth Certificate if student is foreign born)
* **Student's Immunization Record** (this can be printed from "Infinite Campus" if it is current)
* **Proof of Ownership or Occupancy of Residence - Provide one of the required documents below:**

o   Documentation from the County Assessor's website:<http://www.douglas.co.us/assessor>

o   Deed of Trust (entire document),

o   Lease Agreement

o   Tax Notice

o   Warranty Deed

o   Notarized "Verified Proof of Residency Form". This is used only when the parent names do not appear on the document (i.e.: you are living with family/ friends in a home not owned or rented by you), to document your residency you must submit a notarized "Verified Proof of Residency Form" with one of the documents listed above showing the owner's information.

**If Applicable:**

* **Legal documents concerning your child.**
* **Student’s Special Services Paperwork**
	+ NOTE: *If your child has either a 504 Plan or an Individualized Education Plan (IEP), the Douglas County School District is required to review that documentation before Leman Academy of Excellence can make a final offer of enrollment to ensure that LAE can provide a Free Appropriate Public Education (FAPE). Your child’s spot at Leman Academy of Excellence will be held until DCSD has reviewed your documentation.* ***Please include a copy of your child's plan with your registration paperwork so we can start this process.***

**Entrance Age Requirements for Kindergarten and First Grade**

According to the C.R.S. 22-54-103, a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reaches the age of five before October 1 of the current school year.

According to the C.R.S. 22-54-103, a child is eligible for first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six before October 1 of the current school year.

**Non-Discrimination Statement**

Leman Academy of Excellence does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including in admission and enrollment. Leman Academy of Excellence abides by the procedures mandated by Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA) and will provide eligible scholars with disabilities a free appropriate public education (FAPE), including following Section 504 accommodation plans and Individualized Education Programs (IEPs).

The following person has been designated to handle inquiries regarding non-discrimination policies, including inquiries from parents who suspect disability discrimination in admissions and enrollment.

**Name:** Brenda Moseley, Director of Scholar Services
**Email:** bmoseley@lemanacademy.org

Additional information about, or complaints concerning compliance with, service of scholars with disabilities may also be obtained by contacting:

[Colorado Department of Education, Exceptional Student Services Unit](https://lemanacademy.com/enrollment-for-colorado/)
1560 Broadway, Suite 1100, Denver, CO 80202, Telephone: (303) 866-6694

[United States Department of Education, Office for Civil Rights](https://www2.ed.gov/about/offices/list/ocr/index.html)
Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582

**Telephone:** (303) 844-5695, **Facsimile:** (303) 844-4303, **Email:** OCR.Denver@ed.gov