

## **Proposed changes to the enrollment communication and policy language are below in yellow.**

Thank you for your interest in Lemman Academy of Excellence in Parker, CO. Lemman 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.

Once the Open Enrollment closes, Lemman Academy is no longer able to offer enrollment to a scholar who has enrollment at another DCSD school. The Lottery/Waitlist will then be purged for the current year and Lemman will start taking Scholar Enrollment Requests for the next school year.

### **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 Lemman for the 2021-2022 school year, you would have the opportunity to fill out a Scholar Enrollment Request for that year starting in September of 2020 through September of 2021. **We only take Scholar Enrollment Requests for one year at a time as this eliminates making offers to families who are no longer interested or no longer live in the area.**

We hold a lottery every year at the end of November. The lottery includes scholars who have filled out a Scholar Enrollment Request for the upcoming year September through November 15th. This randomly places scholars in the order they will receive offers to attend Lemman 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 in advance to see if Lemman 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**.

Lemman 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: Lemman Academy Enrichment Program

### **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 or its foundation
  - (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.

Parents/guardians will be notified by mid-December as to the results of the lottery. This notification will take place 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 acceptance 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.

If a Scholar Enrollment Request is received after the open enrollment deadline, the applicant will be added to the waitlist according to the date of submission. The waitlists will not roll over from year to year. For any applicant who was not admitted or who withdraws his/her application, the Scholar Enrollment Request will be discarded.

### **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.

- Scholar Registration Form
- Scholar Record Transmittal Request
- Primary Language other than English (PHLOTE) Form
- Colorado Residency Documentation Form or Affidavit of Shared Residency
- Scholar's Birth Certificate
- Immunization Records
- Emergency Contact
- Emergency Information
- Immunization Form
- Administering Medication at School Forms (optional)
- Proof of Residency
- Verification of Scholar Birth Form (K & 1st only)
- McKinney Vento Form
- Additional Documents
- IEP or 504 Accommodation Plans
- Custody or Orders of Protection legal paperwork

- Medical Alerts regarding severe health conditions

If these additional conditions do not exist, parents/guardians will need to return the forms and check a box indicating the absence of said conditions.

### **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.