

Crown Pointe Academy (CPA) will recruit and enroll students in a manner that ensures equal access to the school and does not unlawfully discriminate against students. Enrollment in CPA is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in 22-30.5-507(3), C.R.S. In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, national origin, language, religion, ancestry, need for special education services, or any other protected class.

CPA uses a lottery and waitlist system to determine the order of enrollment when a grade level is oversubscribed. To join the CPA lottery, interested parents/guardians must complete a Letter of Intent to Enroll form. A parent may submit a Letter of Intent to Enroll form at CPA at any time after the child is born and has a legal name. CPA is a full-time program. It is solely the parent's or guardian's responsibility to ensure that CPA has current contact information on file for children who have submitted a Letter of Intent to Enroll or who are on the waiting list. Submitting a Letter of Intent to Enroll does not guarantee a student a seat at CPA.

Students currently enrolled in CPA will automatically keep their spot for the following academic year unless a parent/guardian states on the Intent to Return Form (sent out in January) that they do not plan to return. Priority enrollment into CPA, meaning an applicant who meets the priority enrollment criteria will be placed ahead of other applicants in the lottery or waitlist, will be given to children of part-time or full-time employees (so long as children of employees doesn't exceed 20% of enrollment), and siblings of currently enrolled CPA students. If there is a tie among applicants with a priority for a limited number of seats, the tie will be broken by offering seats in the order in which those with a priority completed the application. Kindergarten eligibility requirements as outlined below must be met by all students. Enrollment for these students will begin on February 1 and families will have until March 1 at 5:00 PM to complete the enrollment through the CPA website to maintain their priority enrollment status. Enrollments completed after March 1 at 5:00 PM or that do not include all of the required documents will be considered incomplete and will not receive priority enrollment status. If those enrollments are completed prior to 8:00 AM on March 12, they will be included in the lottery for enrollment as described below.

The application window for families in the lottery begins no later than March 1. Once a student has been offered a seat, families wishing to enroll their student in CPA must complete the enrollment process through the CPA website. If the number of Letters of Intent to Enroll in the lottery exceeds capacity, the lottery for open spots will be run for each grade. Only completed

Letters of Intent to Enroll of students submitted on the date the lottery is run will be included in the lottery.

When necessary, CPA's lottery will be held annually no later than the second Friday of March. If March 1st falls on a Friday the enrollment window will open on the following Monday and the lottery will take place on the second Monday in March. The school lottery will begin with the lowest grade level and ascend in order. If a student in a lower grade level receives an open spot through the lottery process, priority will then be given to any older siblings also participating in the lottery.

Families will be notified of an offer of a seat /waitlist status no later than April 1. Once notified of an offer of a seat, families have 48 hours to accept or decline the place offered to their child, after which time CPA will move down the lottery order. Families that are offered a seat will then have three days to submit required documents to secure their child's seat. Once all seats are filled, any remaining families who completed the Notice of Intent to Enroll will remain on the waitlist in the same order in which the lottery had assigned them.

CPA manages all aspects of the enrollment. CPA may continue to accept students up to Student Count day (usually October 1st of each year). While quite rare, CPA may also accept students after this date.

### **Special Education Enrollment**

CPA seeks to provide an excellent education to a diverse body of students and seeks to honor the letter and the spirit of the Individuals with Disabilities Education Act (IDEA) by offering a Free Appropriate Public Education to students in our community. The Letter of Intent to Enroll does not solicit information about a student's Special Education or disability status.

### **Kindergarten Eligibility**

To enroll in kindergarten at CPA, all interested students must be age 5 on or before July 31 of the year they will enroll in kindergarten.

### **Kindergarten Readiness Assessment**

Incoming kindergarten students that turn 5 between August 1 and September 30 of the year in which they will begin kindergarten are eligible to enroll at CPA following the enrollment process outlined above. However these students will be required to complete a kindergarten readiness assessment.

**Adopted: 12/11/2024**

**Reviewed:**

**Revised: 5/14/25, 7/30/25**

**5/14/25 - Updated information about maximum number of staff to be no more than 10% of total enrollment. Month of enrollment February instead of March. Waitlist same order as they were drawn for the lottery. 7/30/25 - families have three days to submit required documents after accepting a seat, removal of running a second lottery.**