

## Choice Enrollment Information

Doral Academy follows Jefferson County's School Board Policy JFBA and Regulation JFBA-R for choice enrollment. Families wishing to enroll their children at Doral Academy must adhere to the process for choice enrollment. According to Policy JFBA, "students accepted for choice enrollment shall be enrolled at their school of choice throughout the grades served by the school. After leaving the elementary or middle school level, a student must reapply for choice enrollment at the next level, unless the student is to attend the neighborhood school in the area in which the student resides." Doral Academy serves Kindergarten through 6th grade and once enrolled, a student is not required to reapply, but must fill out an Intent to Return form each year to indicate their desire to continue at Doral Academy. Should a parent and student wish to return to their "neighborhood" public school, they would have to apply through Jefferson County's choice enrollment to the neighborhood school for admittance. Mid-year administrative transfers occurring after October 1st must be approved by the principal of both the school the student is currently attending and the principal of the receiving school. If the student is not admitted through choice enrollment and the administrative transfer is denied, the student would continue to be enrolled at Doral Academy.

## Application Process

Families who wish to enroll their student at Doral Academy must complete a Choice Enrollment Application, which can be found on our website or on the Jeffco website. An electronic application must also be completed using the apply button located on our website. Applications for First Round Choice Enrollment are accepted in January for the following school year. Exact dates are determined yearly, but usually begin the second week of January and continue for approximately two weeks. The next Round One Enrollment will be held on January 6 – 29, 2016 for the 2016-2017 school year. Applications received by the final day of Round One enrollment period shall be randomly prioritized by grade level within the categories listed below in step 1 and students will be accepted based on the available openings. Waiting lists, which are prioritized, will be created if applicants exceed space available at the school. If a student is not accepted at a school during the First Round Choice Enrollment, the student will remain on the prioritized wait list and carried over to Round Two. Applications submitted during the Round Two application period shall be received and approved on a "first-come, first-served" basis, as specified in Jefferson County's policy. Round Two begins in February and ends in August. If space is not available, applicants shall be put on an annual prioritized wait list. The annual prioritized wait list for a given school year begins after class spaces have been determined in the Round One process, and will be maintained through the end of August of that same year. If an applicant is not admitted for a given school year, the student must reapply under the Doral Academy choice enrollment process if admission is desired for the following year.

## Enrollment Criteria

Enrollment is open and tuition-free to any child meeting student eligibility requirements in step 2 and residing in the Jefferson County Public School District. Our Kindergarten program is structured as a full-day program and since we are only funded for a half-day program, parents wishing to enroll their child in the full-day program will pay monthly tuition. If a parent wishes to enroll their child for a half-day, tuition-free program, their child will attend for half the day. Doral Academy will meet all Federal laws, and constitutional provisions prohibiting discrimination on the basis of disability, race, color, age, creed, gender, sexual orientation, national origin, religion, ancestry, or disability.

## Age Entrance Requirements

Jefferson County School District requires that students must be 5 or 6 years of age on or before October 1 of the school year to be eligible to enroll in kindergarten or first grade, respectively. Birth certificates, immunization records, and proof of residency must be presented at the time of enrollment for all new students.

## REQUIRED DOCUMENTS

Copies of the following must accompany the child's application:

1. Birth certificate
2. Proof of residency (a current utility bill)
3. Immunization records. All students must be fully immunized in accordance with Colorado Immunization Law.

## ROUND ONE APPLICATION PERIOD

Exact dates are determined yearly, but usually begin the second week of January and continue for approximately two weeks. The next Round One Enrollment will be held on January 6 – 29, 2016 for the 2016-2017 school

### Step 1: Applicant Priority

The school will randomly assign a number to each applicant in each category for each grade level. Priority categories, which follow Doral Academy Policy, are as follows:

Students continuing enrollment at Doral Academy will be automatically granted enrollment the following year with placement determined on promotion, retention, and or acceleration policies. Students will be requested to complete an Intent to Continue Enrollment for prior to January 10<sup>th</sup> of each year.

1. Siblings of currently enrolled students will be automatically enrolled into available openings at the appropriate grade level.
2. Up to 20% of students may be enrolled based on the following preferences:
  - a. Children of current members of the DAC Board of Directors.
  - b. Children of Committee to form DAC.
  - c. Children of full-time teachers and staff of DAC.
3. All other children living within District boundaries.
4. After enrollment slots are filled as described above, all remaining applications shall have an equal chance of being admitted through a random selection, or lottery, process as set forth.

## Step 2: Determining Student Eligibility

The school shall determine for each applicant whether the applicant meets established eligibility criteria for enrollment in the school, including but not limited to: (a) age requirements; (b) whether Doral Academy is able to meet the applicant's special needs; or (c) whether the applicant has been expelled or is in the process of being expelled as a habitually disruptive student or for a serious violation in a school building or in or on school property.

## Step 3: Accepting Applicants

Families who have drawn a lottery number for an available placement for the upcoming school year will be informed via electronic mail beginning the day of the lottery, and will follow-up with a phone call if no response is received within 72 hours. After the family is contacted and enrollment is offered, the school will require a verbal decision within 72 hours. Parents/guardians of the student(s) are responsible for providing a reasonable way for DAC to reach them regarding enrollment and for informing the school of any change to their contact information. While DAC will make every attempt to notify families, the school is not responsible for the inability to contact families should they be unreachable (i.e. traveling, inaccurate information on the Intent to Enroll form, etc.). After the 1st day of school, families will need to give a verbal decision within 48 hours of the enrollment offer.

## ROUND TWO APPLICATION PERIOD

Exact dates are determined each year but usually begin the second week of February and continue until the last day of August of the same year. Round Two applications shall be processed in the same manner as specified in Steps 1-5 above for first-round applications, except that second round names will not be randomly prioritized, but instead will be added on a "first come, first serve" basis to the already established wait lists in each priority category. For example, when a family is offered and accepts an opening for one sibling during the second round application period, all other siblings will be added to the sibling priority wait lists for the desired grades.

## GROUNDS FOR DENIAL OF ADMISSION

The following are grounds for denial of admission to students requesting choice enrollment:

1. There are no openings available.
2. Doral Academy does not offer appropriate programs.
3. The student does not meet the established eligibility criteria for acceptance.
4. The student has been expelled from any school district during the previous school year.
5. The student has been expelled at any time, or is in the process.