# SAMPLE POLICY: Admissions and Enrollment

This sample policy language is excerpted from the [CSI Charter School Enrollment Toolkit](https://resources.csi.state.co.us/enrollment-policies-and-practices/). This editable document is intended to be used by CSI Schools in drafting their own Admissions and Enrollment Policies. While these samples may provide a helpful starting point, each school’s policy should be tailored to its own practices and preferences, within the confines of the compliance requirements outlined in this document. Where applicable, multiple variations have been included to address common variations in school policies. These samples should not be considered to be inclusive of everything a school should have in its policy, and schools are encouraged to have all policies reviewed by legal counsel and by CSI prior to adoption. Schools receiving Colorado Charter Schools Program funds should consult the [CCSP Grant Guidance](https://www.cde.state.co.us/cdechart/grantprograms) for additional requirements.

In general, a CSI School’s Admissions and Enrollment Policy should address the following major subjects:

* Enrollment eligibility (including non-discrimination)
* Admissions process and timeline
* Selection process

## Enrollment Eligibility

***Eligibility Reminders***

This section should address the following:

Who does the School serve? (i.e., notice of non-discrimination)

What are the grade levels served?

What are the age requirements and cut-off dates?

Who receives priority enrollment?

Is there a weighted lottery? If so, what is the rationale and what is the goal?

Consider:

* Does this process establish undue barriers to enrollment?
* Does this process prioritize students from subgroups that are currently underrepresented in the School?

### Sample Non-Discrimination Statement

*SCHOOL welcomes all students and strives to create and maintain a diverse student population. Enrollment in SCHOOL 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, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services, or any other protected class.*

### Sample Eligibility Statement

*SCHOOL serves grades X through XX. To enroll, students must meet the appropriate age requirements set forth by state law and school policy. To be eligible for Kindergarten enrollment, students must be at least 5 years old on or before October 1 of the enrollment year. The School may approve enrollment of students eligible for Early Access in accordance with state law. To be eligible for 1st Grade enrollment, students must be at least 6 years old on or before October 1 of the enrollment year.*

### Sample Priority Enrollment Statement

*Students who are members of selected groups will be granted priority enrollment, in the following order:*

1. *Siblings of currently enrolled students, which includes children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This could include half-siblings, step-siblings, adopted siblings, cousins, nieces, or nephews being cared for by grandparents, etc.;*
2. *Children of founding families, which includes children of the founding school team who completed at least thirty hours of volunteer work with SCHOOL prior to the date by which Letters of Intent are due for Year 1 enrollment;*
3. *Children of School employees, which includes children of staff or faculty members that work at least half-time, have full or joint custody of the child, and who started work on or before the first day of school of the year in which they are submitting the application.*

*In no case shall categories 2 and 3 exceed 20 percent of total enrollment. The processes for re-enrollment and priority enrollment will precede the [lottery, weighted lottery or first-come, first-served] enrollment process described below.*

### Sample Weighted Lottery Statement

*In order to serve a diverse student body, cultivate respect for and interest in human diversity among students, and have a student population which reflects the geographic region, it is the School’s goal to serve approximately XX percent of [student subgroup, e.g. economically disadvantaged students, students with disabilities, migrant students, English learners, neglected or delinquent students, or homeless students]. To reach this goal, SCHOOL will use a weighted lottery for enrollment selections. The lottery will place a weight of “[NUMBER]” to the following educationally disadvantaged student subsets described under section 1115(b)(2) of ESEA which include:*

1. *[List subgroups identified above]*

*Students will be selected by information provided on the Intent to Enroll Forms submitted to the School and by conversations with the parents. The weight in this lottery may be revised to accommodate for emergent circumstances and will never be used to exclusively serve any particular population.*

## Application Process and Timeline

***Application Process and Timeline Reminders***

This section should address the following:

* What is the application and enrollment timeline or where can it be found? (If specified in the policy, keep generic timelines, e.g., the first Monday in April)
* When, where, and how is enrollment advertised?

Consider:

* Is information accessible to all current and prospective families?
* Are there barriers to access such as language and resource/technology availability?

### Sample Process and Timeline Statement

*Each year, SCHOOL will establish and make publicly available an Enrollment Timeline. Families seeking to enroll must submit a completed Intent to Enroll Form by the deadline set forth in the Enrollment Timeline for enrollment in the subsequent school year. Families of current students seeking to re-enroll should complete an Intent to Re-enroll Form by the deadline set forth in the Enrollment Timeline.*

*SCHOOL will use a variety of means to promote its enrollment process. The Enrollment Timeline, Letter of Intent Form, and instructions for submission of a Letter of Intent will be posted on the SCHOOL website during the fall of the preceding school year. SCHOOL will also use social media, community partnerships, parent newsletters, and other sources to promote the enrollment process. All communication and enrollment material will be available in English and OTHER APPLICABLE LANGUAGES.*

## Selection Process (Lottery)

***Lottery Selection Reminders***

This section should address the following:

* In what instances are the lottery used?
* Where/when is the lottery held?
* How is the lottery is conducted?
* How are families notified? What is the timeframe for responding?
* What is the waitlist selection process?

Consider:

* Are the procedures well-articulated and supervised?
* Is information accessible to all current and prospective families?
* Does the process establish undue barriers to enrollment?
* Are there barriers to access such as language and resource/technology availability?

### Sample Lottery Selection Statement

*If the number of Intent to Enroll forms exceed the number of available seats by the Intent to Enroll deadline, a lottery will be used to determine the placement of students for any grade level for which the Intent to Enroll forms exceed capacity. The enrollment lottery will be held in public at the School on the date set forth in the Enrollment Timeline.*

* *All students who are of eligible age and have timely submitted an Intent to Enroll will be entered into the lottery. On the day of the lottery, students are assigned random numbers. A random number generator is used to select students to ensure equality.*

OR

* *Once offers are made to students applying for grade levels with sufficient seats available, then names will be drawn, beginning with the highest grade level offered by the School requiring a lottery.*

*Current students are automatically re-enrolled and do not enter the lottery provided they submit an Intent to Re-enroll by the deadline set forth in the Enrollment Timeline.*

*Once a student is selected, either via lottery or from the waitlist, SCHOOL will attempt to contact the family using the contact information provided on the Intent to Enroll form on the same day as the lottery or draw from waitlist. If the family cannot be reached on the same day, SCHOOL will continue to attempt to contact the family for the next four business days. If the family cannot be reached during that time, they will forfeit their child/children’s enrollment and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the Intent to Enroll form.*

*Students not selected via lottery will be randomly placed on a waitlist based on the student’s randomly generated lottery number. 14 days following the lottery, available seats will be offered to the prospective students at the top of the waitlist. Upon notification of admittance, families will have four business days upon verbal notification to accept the position. SCHOOL will attempt to contact the family for only four business days.*

* *SCHOOL will continue to enroll students from the top of the waitlist as positions become available throughout the year.*

OR

* *After the October Pupil Count Day, no new students will be enrolled in the School.*

OR

* *SCHOOL’s annual calendar is based on four quarters, intentionally designed to allow more frequent points of entry for students. If space is available, students may enroll in any of the quarters in accordance with the timelines set forth in the Enrollment Timeline.*

## Selection Process (First-Come, First-Served)

***First-Come, First-Served Reminders***

This section should address the following:

* What is the waitlist priority system and in what order is preference given?
* How are families notified? What is the timeframe for responding?
* What is the waitlist selection process?

Consider:

* Are the procedures well-articulated and supervised?
* Is information accessible to all current and prospective families?
* Does the process establish undue barriers to enrollment?
* Are there barriers to access such as language and resource/technology availability?

### Sample First-Come, First-Served Selection Statement

*If the number of Intent to Enroll forms exceed the number of available seats by the Intent to Enroll deadline,* *SCHOOL will use a waitlist priority system. Students with priority enrollment will be granted the first available spots (ONLY IF APPLICABLE). The remaining available spots will be granted according to the date and time in which the Intent to Enroll form was received, with the earliest having the first priority.*

*Once a student is selected, SCHOOL will attempt to contact the family using the contact information provided on the Intent to Enroll form on the same day as the student is drawn from the from waitlist. If the family cannot be reached on the same day, SCHOOL will continue to attempt to contact the family for the next four business days. If the family cannot be reached during that time, they will forfeit their child/children’s enrollment and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the Intent to Enroll form.*

* *SCHOOL will continue to enroll students from the top of the waitlist as positions become available throughout the year.*

OR

* *After the October Pupil Count Day, no new students will be enrolled in the School.*

OR

* *SCHOOL’s annual calendar is based on four quarters, intentionally designed to allow more frequent points of entry for students. If space is available, students may enroll in any of the quarters in accordance with the timelines set forth in the Enrollment Timeline.*

Sample Policy last modified: July 7, 2023.