

STEM SCHOOL HIGHLANDS RANCH POLICY
Enrollment

I. PURPOSE

The purpose of this policy is to define the process and requirements for enrollment into STEM School Highlands Ranch, (STEM). STEM is a charter school and school of choice.

II. POLICY

1. Waitlist and Priority for Enrollment

STEM School Highlands Ranch is a school of choice, and parents must request enrollment into the school by adding their child's name to the waitlist online. To add a child's name to the waitlist go to STEM's website at <https://www.stemk12.org>. On the STEM website, select Enrollment for Prospective Students to be directed to the STEM waitlist within the the Douglas County School District (District) enrollment system. Adding a student's name to the waitlist does not guarantee enrollment for the potential student; nor does it legally bind families to enroll in STEM. STEM will send a reminder email to all previous "STEM waitlist" families and "STEM Interest form" submissions in the fall, typically October. The reminder email will note the District enrollment process and timeframe as it relates to potential enrollment at STEM..

STEM gives priority for enrollment in the following order:

1. Founding Families
2. Siblings of current STEM students
3. Children and grandchildren of staff and board members

Priority in enrollment does not guarantee enrollment if there is no availability at the student's grade level.

Due to waitlist priorities, STEM cannot release information regarding a particular prospective student's position on the waitlist.

The waitlist is carried over from year to year by STEM. Names remain on the waitlist until the student is enrolled or the parent requests removal. Accordingly, once a student's name is on the waitlist, no further action is required for that student's name to remain on the waitlist.

2. Admission

Enrollment will follow the District's open enrollment timeline. The District opens enrollment on November 1 of each year. The District offers enrollment on December 1. We allow parents to place their name on the list throughout the year and we begin notifications on December 1 for the following school year.

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If the number of students on the waitlist prior to the deadline is less than or equal to the number of student spaces available for any grade, STEM will extend an invitation to enroll to every student on the waitlist.

Should the number of names on the waitlist prior to the deadline be higher than the number of available spaces, students are offered space based on the priorities and then by date entered on our waitlist.

3. Deadline for Acceptance

Invitations to enroll shall be extended via email. Parents can request a phone call. After the family is contacted and enrollment is offered, the school will require a decision by a parent or legal guardian within 48 hours. Parents and legal guardians are responsible for providing a reasonable way for STEM to reach them regarding enrollment and are also responsible for informing the school of any change to their contact information. While STEM 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 waitlist, etc.).

Completion of STEM registration packet is required to initiate the registration/transfer process.

NOTE: For students on an IEP (Individualized Education Plan/ Special Education) or receiving 504 accommodations:

If your student is currently on an Individualized Education Plan or receiving 504 accommodations, please be aware that STEM provides services for mild to moderate need students. STEM's Learning Services Department will contact you during the enrollment process to ensure that Free Appropriate Public Education (FAPE) can be provided once you initiate the process by advising the registrar. This may require a meeting with the prior school's staff. No student with an IEP can be enrolled until this review occurs and it is the responsibility of the parent to initiate this review. If the review does not occur prior to enrollment and it is discovered that FAPE cannot be provided, the student will be denied acceptance and returned to a district school where FAPE can be provided. STEM School Highlands Ranch welcomes all students on IEP or 504 where we can provide FAPE.

4. Vacancies

Should a vacancy be created prior to or after the school year has begun, the vacancy will be filled as specified above. A student who fills a vacancy will be considered a currently enrolled student, and that student's enrollment will continue beyond the current academic year. Should a vacancy open up after October 1st, it will be the decision of the Executive Director or designee to fill that vacancy or leave it open until the following school year.

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5. Open Enrollment Timelines

Timeline Dates - Unless otherwise specified, any dates identified in this Open Enrollment Timeline shall be applied such that if the date identified falls on a Saturday, Sunday, or holiday, the enforced date for compliance shall fall on the following business day.

- The first round open enrollment period opens on November 1.
- The first round open enrollment period closes on December 1st at 4:00 p.m. annually unless either day is not a school day, in which case the next regular school day will be the opening or ending day, respectively.
- For the first round open enrollment application period (If not using the District tool), the Charter School will notify the parent of the status of the request (application accepted, denied or placed on the annual prioritized list (waitlist) by December 8th annually or the first workday following the 8th.
- Once notified of acceptance by the school, the offer of enrollment must be accepted by the parent or guardian by 4:00 p.m. by December 15th annually or the first workday following the 15th.
- Applicants not accepted by the school during the first open enrollment round will automatically be placed on the annual prioritized list (Waitlist). If an opening becomes available during the second round application period, applicants will be notified by phone and by electronic means regarding the opening.
- Charter must update the District shared "Accepted Offers Spreadsheet" with all student's names that have accepted their enrollment offers.
- Lines of enrollment for first round must be made by January 19th for current DCSD student as well as new to the district students.
- Second round open enrollment opens on January 22.
- Second round open enrollment closes August 1.
- Second round lines of enrollment for accepted offers must be created as soon as possible after the offer is accepted.

Transfers – Movement after Open Enrollment closes (August 1st)

Students may choose to enroll in a Charter School after Open Enrollment closes on August 1; however, for students already enrolled in the District the process for administrative transfers in accordance with District Policy JCA/JFB-R shall be followed. The administrative transfer option is only available for the purpose of moving a student from one school to another in those circumstances where the choice enrollment option may not be timely or maybe inappropriate or inapplicable, considering the best interest of the student and the school. Administrative transfers are not intended to accommodate students who fail to request a change in assigned schools during the open enrollment period, or whose open enrollment request was not accepted. DCSD Principals must communicate about the move as well as fill out the administrative transfer paperwork.

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Approved by the STEM School Board on 01/08/2023.
(dd/mm/yyyy)

STEM School Highlands Ranch

By: *Michelle Horne* (signature on file)
(Signature, Board secretary)

Michelle Horne
(Printed name, Board secretary)

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Revised: January 2023
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