

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. Priority for Enrollment

STEM gives priority for enrollment to the following :

1. Founding Families *
2. Siblings of current STEM students
3. Children and grandchildren of staff and board members *
4. DCSD Residents
5. Prior waitlisted families

* Families will need to email registrar@stemk12.org in order to provide proof they meet these criteria.

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

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

Families not accepted during the current school year must reapply, as the list does not carry over from year to year.

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. STEM allows parents to place their names on the list throughout the year, and notifications will begin on December 1 for the following school year.

If the number of students 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 every student in that grade.

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Should the number of students listed 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 in the enrollment tool.

3. Deadline for Acceptance

Invitations to enroll shall be extended via email through the DCSD EngagED Parent Portal. After the family is contacted and enrollment is offered, the school will require a decision by a parent or legal guardian. 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, etc.).

Completion of the 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 FAPE can be provided.

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.
- 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 stay on the list. If an opening becomes available during the second round application period, applicants will be notified by the EngagED Parent Portal through DCSD.
- Charter must update the District shared "Accepted Offers Spreadsheet" with all students who have accepted their enrollment offers.
- Lines of enrollment for the first round must be made by January 19th for current DCSD students as well as new-to-district students.
- The second round of open enrollment opens on January 22.
- The second round of open enrollment closes on 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 may be 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.

6. STEM School Highlands Ranch Interest Form

During the timeframe when the DCSD Open Enrollment Tool is not accepting names, families can put their name on STEM's Interest Form to receive notifications as to when the DCSD Open Enrollment Tool will open. This list will also allow our registrar to communicate with families on upcoming tours. Completing the STEM Interest Form does not guarantee enrollment for the potential student, nor does it legally bind families to enroll in STEM. Families can find the Interest Form at stemk12.org/enrollment.

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Approved by the STEM School Board on 03/10/2023.
(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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