



## Enrollment Policy

### Statement of Non-Discrimination

Colorado Military Academy welcomes all students and strives to create and maintain a diverse student population. Enrollment in CMA is open to all students residing in the state of Colorado. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in 20-30.5-507(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.

### Enrollment Eligibility

Colorado Military Academy serves grades K-12. 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 on the enrollment year. The school may approve enrollment of students eligible for Early Access in accordance with state law. To be eligible for 1<sup>st</sup> Grade enrollment, students must be at least 6 years old on or before October 1 of the enrollment year.

### Priority Enrollment

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

1. 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. Not to exceed 10%.
2. 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.
3. Military connected students, which includes children who reside on federal property (ex: military base) or whose primary guardian(s) are currently serving in the military (active or reserve) or works for the federal government or works on federal property (ex: military base, national forest land, VA medical center).
4. Others requesting enrollment

## Application Process and Timeline

Each year, Colorado Military Academy will establish and make publicly available an Enrollment Timeline. Families seeking to enroll must submit a Pre-Registration 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 Return Form by the deadline set forth in the Enrollment Timeline.

Colorado Military Academy will use a variety of means to promote its enrollment process. The Enrollment Timeline, Pre-Registration Form, and instructions for submission of a Pre-Registration Form will be posted on the CMA website during the fall of the preceding school year. CMA 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 Spanish.

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

If the number of Pre-Registration forms exceed the number of available seats by the Pre-Registration deadline, CMA 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 Pre-Registration form was received, with the earliest having the first priority.

Once a student is selected, CMA will attempt to contact the family using the contact information provided on the Pre-Registration form on the same day as the student is drawn from the waitlist. If the family cannot be reached on the same day, CMA 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 Pre-Registration form.

- CMA will continue to enroll students from the top of the waitlist as positions become available up until October Pupil Count Day.

AND

- After the October Pupil Count Day, only students moving from out-of-state will be enrolled.

AND

- If space is available, students may enroll at the second semester in accordance with the timelines set forth in the Enrollment Timeline.

## Information Collection

During the Pre-Registration process, CMA will collect only basic information about students, such as name, grade level entering, parent name and contact information.

After a student has been offered a seat or a defined spot on the waitlist, CMA will begin collecting information needed to enroll the student. This information may include, for example:

- Proof of age and identity
- Certificate of Immunizations or proper exemption
- Home Language Survey
- Prior transcripts
- Free and Reduced-Price Meals/Family Economic Data Form
- McKinney-Vento Form
- IEP and 504 plans pursuant to CSI's Enrollment Procedures for Students with Disabilities.
- Education and behavioral records

## Denial of Enrollment

The following are recognized by state law as grounds for denial of admission to a public school:

- Graduation from the 12th grade;
- Failure to meet age requirements for kindergarten or first grade enrollment;
- Having been expelled from any school district during the preceding 12 months;
- Failure to comply with the immunization requirements set forth in 25-4-901 C.R.S., et seq.;
- Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

CMA may not deny enrollment or otherwise set admission eligibility for reasons beyond the five grounds listed above.


## Returning Student Enrollment

Each year, returning students are required to complete the Intent to Return forms detailing the student's intentions for the next school year. If Intent to Return forms are not completed by the due date outlined in the Enrollment Timeline, the student will forfeit their seat.

Any student who attended another school for one or more days before returning to CMA will be required to complete the application process again in its entirety.

All returning students are also required to update their contact information, health and immunizations, residence survey, lunch application, permissions and agreements annually.

Adopted by the CMA Board on 10/10/2023.

  
Board President, Doug Murray

