



Enrollment Policy

Statement of Non-Discrimination

Colorado Military Academy (CMA) 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 2030.5-507(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 1st Grade enrollment, students must be at least 6 years old on or before October 1 of the enrollment

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. Siblings of students accepted for future 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. Students enrolled in CMA's preschool program do not submit an Intent to Return

form, but are required to submit a Pre-Registration Form in order to be eligible for CMA's Kindergarten class seats.

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 (Lottery Selection)

If the number of Pre-Registration forms exceed the number of available seats by the Pre-Registration deadline, a lottery will be used to determine the placement of students for any grade level for which the Pre-Registration forms exceed capacity. The enrollment lottery will be held in public at the School on the date set forth in the Enrollment Timeline. The process to assign available seat is as follows:

1. 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.
2. Students with priority enrollment will be offered available seats next.
3. Offers are made to students applying for grade levels with sufficient seats available. Their siblings then qualify as "Siblings of students accepted for future enrollment."
4. Then names will be drawn, beginning with the highest grade level offered by the School requiring a lottery. Siblings of the students accepted in this grade level may have siblings in younger grade levels who then qualify as "Siblings of students accepted for future enrollment."
5. This process continues until all classroom seats have been filled.
6. Any remaining names at a grade level will be drawn to establish waiting list priority to be used to fill openings during the school year for which the student applied.
7. After all eligible names have been drawn: the CMA will add the names of applicants who filed applications after the close of open enrollment. All post-deadline applicants will be added to the wait list in the order in which they are received.

Once a student is selected, either via lottery or from the waitlist, 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.
- After the October Pupil Count Day, only students moving from out-of-state will be enrolled

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.

Approved By CMA Board

 Date: 18 Mar 25