



## 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 of 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. Siblings of students accepted for future enrollment.
4. All 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 (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 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 Return by the deadline set forth in the Enrollment Timeline.
2. New students requesting enrollment are required to complete the Pre-Registration by the deadlines set forth in the Enrollment Timeline.
3. Seats in all grade levels with fewer applicants than available seats will be filled first.
4. For any grade that is oversubscribed, a lottery process will be used to fill all available seats beginning with the highest grade level offered by the school.
5. When a student is selected for enrollment, the student's siblings will simultaneously be offered enrollment, if seats are available in the siblings' classrooms. If no seats are available, the sibling(s) will be added to the wait list.
6. After the lottery, students not selected during the lottery process will be added to the wait list. As seats become available, the school will notify the next student on the wait list and they will be offered a seat. If a student with a sibling(s) is offered a seat, their sibling(s) will also be offered a seat or added to the wait list for their grade level with the intent of keeping students of the same family together.
7. Applications received after the lottery will be offered a seat in grades with seats available. If seats are not available, they will be added to the wait list.

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. If contact is not made on the initial day, CMA will continue outreach efforts for up to four additional business days. If the family cannot be reached during this time, the enrollment offer will be forfeited and the student will be moved to 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.

Enrollment from the waitlist will continue as seats become available, up until the October Pupil Count Day. After that date, only students who are relocating from out-of-state will be considered for enrollment.

## Military-Connected Enrollments

To support the unique needs of military families, CMA permits inbound active-duty military members to use the address of the Military School Liaison for the installation to which they are or will be assigned when applying for open enrollment in any CMA school or program. No additional documentation of the child's residential address will be required at the time of application.

Once enrolled, the child of an inbound active-duty military member will receive guaranteed automatic matriculation within CMA, including advancement to the next school level (e.g., elementary to middle school), consistent with the rights granted to resident students.

Additionally, CMA provides priority enrollment preference for younger siblings of the enrolled child in future school years, ensuring continued support for military families during transitions.

## Preschool Enrollments

Preschool enrollment applications in Colorado are managed through the Universal Preschool (UPK) Colorado program, administered by the Colorado Department of Early Childhood (CDEC). Once a student is matched with CMA, families will be required to complete the CMA registration process as detailed in this policy and in accordance with the Enrollment Timeline. To be eligible for Universal Preschool (UPK) enrollment, students must be at least 4 years old on or before October 1 of the enrollment year. Preschool students who desire to enroll with CMA for Kindergarten may request to do so by completing the CMA Registration Request to Transfer form by the deadline outlined 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.

## Appeals

Should a request for open enrollment or a transfer be denied, the parent/guardian will be notified that they may appeal the denial by contacting the Executive Director or designee.

## 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.

## LEGAL REFS.:

C.R.S. 22-36-101  
C.R.S. 22-28-104  
C.R.S. 22-30.5-104  
C.R.S. 22-30.5-106  
C.R.S. 22-30.5-109  
C.R.S. 22-30.5-303  
C.R.S. 22-30.5-507