

Prospect Academy - Enrollment Policy

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This enrollment policy has been written in compliance with C.R.S. 22-30.5-104(3) and was included in the school's charter application. Prospect Academy welcomes all students and strives to create and maintain a diverse student population. Enrollment in Prospect Academy is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in C.R.S. § 22-30.5-507(3). In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race (including hair texture, hair type or hairstyle), creed, color, sex, sexual orientation, national origin (including English language learners), religion, ancestry, or need for special education services, or on the basis of any other legally protected class status.

If a grade level is overenrolled, Prospect Academy will use a lottery (or random selection) process and then a waiting list format for enrollment of all students who do not have priority status. Open Enrollment is open to any child who resides within Colorado.

Prospect Academy is a school designed to specialize in serving neurodiverse learners, including students with diagnoses of autism, dyslexia, dyscalculia, dysgraphia, and ADHD, or those who might have similar profiles or learning styles to the aforementioned diagnoses. As a public charter school, Prospect Academy is open to all students and encourages all students who need innovative, caring environments and instruction to enroll, regardless of disability status. In addition, Prospect Academy does not discriminate against applicants, students, or their families in its enrollment practices or in any of its activities or operations on the basis of: race, ethnicity, religion, gender, age, national origin, disability, sexual orientation, gender identity, marital status, military status, political affiliation, creed, color, ancestry, need for special education services, or on the basis of any other legally protected class status.

All students are encouraged to submit an enrollment request. While enrollment decisions will not be based on a student's need for special education services, it is possible that the School may not be an appropriate placement for the student under IDEA, and an IEP team meeting will need to be convened to consider the change in placement. For students with more significant needs, after admission, as defined under 1 CCR 301-8, the students' IEP will be reviewed by a team that includes representatives from the School, the home district of the student, CSI, and the family to ensure that the school would be able to meet the requirements of the students' Individualized Education Plan (IEP). If it is determined that the School may not be able to effectively meet the students' needs, as needed, an IEP team meeting will be scheduled to determine an appropriate placement for the student; this would happen after the lottery takes place.

Prospect Academy intends to institute its own enrollment process, subject to review by CSI and the Colorado Department of Education's Schools of Choice Office to ensure compliance with federal funding requirements (to ensure that the school remains eligible for the Colorado Charter School Program Startup Grant). Prospect Academy will annually determine deadlines for enrollment, but will endeavor to follow the deadlines of local, surrounding districts such as

Jefferson County Public Schools and Denver Public Schools in making that decision. Aligning to timelines of previous years, Round 1 of the enrollment process will generally close around mid-January of each school year ; this round will first fill seats based on the enrollment priorities below, i.e. a current Prospect Academy student will have priority in the Round 1 enrollment, as will a child of a staff member or a board member. After seats are filled based on enrollment priorities, then the school will go to a random lottery process to fill the remaining seats for enrollment of that year if they have enough applications in Round 1. Any remaining students will be placed on a waitlist. For each grade, after Round 1 closes, if Prospect is not over-enrolled or has a waitlist, then the school will conduct Round 2 enrollment. During this Round, students will be admitted on a first-come, first-serve basis until each grade is at max capacity for enrollment, at which time, students will be added to the waitlist. Round 2 will close after the pupil enrollment count window, and a new Round 1 will begin for the following school year. Students will be offered a seat off the waitlist, either after Round 1 or Round 2, in the order of enrollment priorities listed below AND based on when they submitted an application. For example, if 2 students submit an application and they are both siblings of current Prospect students, and one is a Jefferson County resident and the other is not, then the student who is a Jefferson County resident will be offered a seat before the non-Jeffco resident. If all criteria are equal, then admittance will depend on the order that the application was received.

Generally, the school will not admit students after the October 1st / October count window. However, exceptions can be made if any current students who were counted in October count unenroll after October count. For example, if 100 students were in October count, but 3 leave Prospect after they are counted, Prospect would have up to 3 spots that could be filled by new students. However, the number of new students accepted cannot exceed the total for October count.

Enrollment Priorities: Prospect Academy student priority placement for Round 1 of the enrollment process (and for the waiting list established after Round 1 closes) is as follows:

1. Current Prospect Academy students.
2. Children of current staff members.* For purposes of this policy a “staff member” is any individual formally employed by the School who receives an I.R.S. Form W-2 from the School and works on average a minimum of 10 hours per week.
3. Children of founders.* Founders are defined as the Board of Directors and members of formal founding committees up until the time that the school opens on August 16, 2022.
4. Siblings. Sibling priority will be given to a prospective student if they have a currently enrolled sibling at Prospect Academy that intends to return the following school year. Siblings include all children whose primary caregiver is also the primary caregiver of another student or who has at least 50% joint custody of the student (including half siblings, step-siblings, adopted siblings, cousins, nieces, nephews, etc.
5. Jefferson County Public School District residents.
6. Non-Jefferson County Public School District residents.

*Children of current staff members and children of founders will not exceed 20% of total lottery enrollment in any given year.

Each year, families of returning students will need to affirm their decision to stay at the school through the Enrollment system and according to the timeline established by the School (typically before the Round 1 deadline). Prospect Academy will always prioritize enrollment for returning students who timely notify the school of their intent to return. If a student notifies the school after the intent to return deadline they will still have top priority for admission or the waitlist once a seat is available.

In terms of the amount of time a family has between receiving notice of an opening and accepting a seat at the school, the school will follow the following enrollment guidelines and process. Generally, the family has 3 calendar days to accept an official offer of enrollment, or to notify the school of a need for a reasonable period of extended time. The school may grant the request for an extension of time within its discretion. Additionally, Prospect Academy aims to serve all students including students from educationally disadvantaged backgrounds, including intentional and targeted outreach to students eligible for the National School Lunch Program.

As a school of choice, Prospect Academy does not provide transportation. Prospect Academy may make bus tickets available for older students who are indigent and make a request of the school, so long as they are able to safely use public transportation. We will also set up carpool apps and explore options for the future.

Community Outreach

Prospect Academy will develop a marketing plan designed to reach as many families in Jefferson County and the surrounding region as possible, and to inform them about Prospect Academy and the opportunity it provides students in the region, particularly those with the diagnoses that the school has set out to serve. The annual marketing plan will also include outreach to other organizations serving our target population (e.g. therapy, OT, and ABA providers, learning centers, and more). Because the school wants to ensure access for all students, it will intentionally focus marketing efforts on low-income communities. This includes mailings to families in zip codes where the poverty rate is highest in the school district, including within our school neighborhood. Materials have been developed in both English and Spanish to ensure accessibility for Spanish-speaking families. Materials will be translated into other languages as needed or as requested. We also plan to partner and do outreach with area organizations who serve low income families, including the Community Table of Arvada, a food bank in our neighborhood, WIC, and Headstart of Jefferson County.

Transferring Students Incoming Students

Prospect Academy anticipates that the majority of students enrolling at the school will likely have either an IEP or 504 Plan (though again, this is not mandatory for enrollment). Accordingly, once a student has been offered a seat and the family has accepted the seat, the school will submit a records request (that must be signed by the student's parent/guardians) to the sending school/district for all student records, including special education documentation (IEP or 504 plan and assessment results), transcript (high school only), behavioral records, and academic records. Once these records have been received, Prospect Academy will set up an IEP/504 plan transfer meeting with the family. If there is any question about the school's ability to meet the requirements of the IEP, the school will include a CSI's special education representative. At this

meeting, the school, student, and family will transfer in the student's IEP or 504 plan. The team will discuss how the school will meet the requirements of the IEP, including accommodations, modifications, pull-out services, counseling services, and the least restrictive environment provided at Prospect Academy. The team will also set a date for the regular, annual review of the IEP and/or updated assessment and a triennial review if needed in the upcoming year. If after reviewing the IEP or 504 plan, the team feels that Prospect Academy cannot meet the requirements of the student's IEP or 504 plan, a decision will be made to support the family with an alternative school placement (or a decision to remain at the student's current school); such decisions would only be made in consultation with and with the support of a representative of the CSI. We will work to ensure that this not typical; we seek to serve and accommodate as many students as possible. If the transfer to Prospect Academy would constitute a significant change in placement, then this can only occur by a formal decision of a properly constituted IEP team or with agreement to change the placement by the school and the student's parents.

Outgoing Students

When a student decides to leave Prospect Academy, the school will support the student and family in finding another school option. Records will be provided to the family and, when formally requested, to the receiving school. Any records requests will be responded to within 72 hours (or 3 business days) of receipt of the written request sent by the school and authorized by the students' parent/guardian. A representative of Prospect Academy is always glad to have an informal conversation with a receiving school about the students' strengths and educational needs, and how the new school can best support the student in being successful.

Transfer of Records

When a new student enrolls at Prospect Academy, part of the enrollment paperwork will be a form granting the school permission to request records from the sending school. Once Prospect Academy has this authorization from the student's parent/guardian, the request will be sent to the sending school with a request for the records to be sent to Prospect Academy within 72 hours (or 3 business days). Once received, the school's Academic Director/Enrollment Coordinator will input the student's information into Infinite Campus as needed to prepare the student for the start of school.

When a student withdraws from Prospect Academy, the school will provide the parent/guardian with a copy of the student's records, including the current IEP or 504 plan, assessment results, transcript (high school), and other academic and behavioral records. The family will also be asked to complete an exit survey that provides the school with information on why the student is leaving the school. For the school to send records to a receiving school, Prospect Academy must receive a written records request from the new school signed by the parent/guardian authorizing the records to be shared with the new school.