

OPEN ENROLLMENT FREQUENTLY ASKED QUESTIONS

Here are answers to some frequently asked questions about Clayton Valley Charter High School (CVCHS). If you can't find the answer you are looking for, please contact the school at (925) 682-7474 or send an email to admissions@claytonvalley.org.

Question: Who has priority for enrollment in CVCHS?

Answer: As specified in the CVCHS [Charter](#), and in accordance with Education Code Section 45607 (e)(2)(B)(i)-(iii), preference in the Public Random Drawing ([PRD](#)) or "lottery" will be given in the following order:

1. Students residing in the former attendance area of Clayton Valley High School (as defined by the online MDUSD [school finder](#) portal)
2. Siblings of students admitted to or attending CVCHS
 - i. Please note that this preference will remain in effect following the PRD
3. Students who are children of CVCHS employees and Board members
 - ii. Please note that this preference will remain in effect following the PRD
4. Students on the waitlist from the prior school year (for Grades 10-12 in 2025-26)
5. Students residing in Contra Costa County
6. Students residing in the State of California

Question: I did not know I had to apply to CVCHS for my student to enroll. I thought students from the enrollment zone and/or Mt. Diablo Unified School District (MDUSD) feeder middle schools (DVMS, PHMS) are automatically enrolled at CVCHS. What do I do now that I have missed the deadline?

Answer: Clayton Valley High School converted to a charter school (CVCHS) in 2012 and is no longer part of MDUSD. As such, MDUSD is not obligated to share student information with CVCHS. Waitlist application links are posted on the CVCHS website after Open Enrollment ends each year.

Question: I received notification from MDUSD to choose a high school for my current eighth grader. Why is CVCHS not on the list?

Answer: Each Year, MDUSD has an Open Enrollment window starting in October. MDUSD notifies area 8th-grade families to choose one of their district high schools for 9th grade. Since CVCHS is no longer part of MDUSD, CVCHS is not one of the choices presented.

Question: My student is attending PHMS, but we live in Antioch. Will he or she automatically transfer to CVCHS?

Answer: All students who wish to attend CVCHS must submit an Open Enrollment Application by the advertised deadline. Students do not automatically transfer from middle schools to CVCHS.

Question: My student is a straight “A” student. Will recommendation letters from his or her middle school teachers help?

Answer: Per California law, charter schools are NOT allowed to have academic requirements for enrollment. As such, there are no academic requirements to enroll in CVCHS, and recommendation letters are not accepted.

Question: My student has an IEP. Will this help bump them up on the waitlist?

Answer: Special programs are not part of the preferences and do not receive priority in the lottery. Students and families do not identify if they have an IEP until AFTER a student is admitted to CVCHS, so having an IEP is not part of the admission process.

Question: My niece is coming from France in August. I will be her legal guardian. Can I apply for her now?

Answer: Per California law, students must be residents of the state of California to be eligible to attend a charter school in California. When completed applications are received, the applications are verified to ensure all students are eligible to apply, meaning they must be a resident of California. In addition, the registration process requires submitting proof of address to confirm the student is a California resident.

Question: What documents are required to apply?

Answer: The only document required to **apply** is the Open Enrollment Application, which is made available on our website.

*After the lottery **and if a** student has been accepted to CVCHS, copies of the following documents will be required to complete the registration process, but not until they have been accepted:*

- ☐ *Proof of age – e.g. birth certificate, passport*
- ☐ *Immunization records which must include the Tdap booster shot*
- ☐ *Two proofs of residency, e.g., property taxes, DMV records, lease agreement, utility bills, etc.*
- ☐ *A copy of the most recent 504 or IEP plans, if applicable*
- ☐ *Court documents proving sole custody/guardianship, etc., if applicable*
- ☐ *If a student is accepted for Grades 10–12, a transcript, transfer grades, and previous school's drop documents must be provided.*

Question: I have a current student who attends CVCHS, but I missed the Open Enrollment deadline for my incoming student because I did not know I had to apply. What happens next?

Answer: The sibling preference is one of two preferences that continues after the lottery. You need to complete a waitlist application, and your child will move up the list according to the sibling preference after the PRD. You will be notified once an opening becomes available. In the meantime, please ensure your child is enrolled in another high school.

Question: I live in Clayton and have a current student attending CVCHS. Why did I receive an Alias Number and was placed in the Lottery?

Answer: Per our PRD policy and our Charter, we are obligated to hold a lottery drawing when more applicants have applied than we have spots available. Though all the applicants are entered in the drawing, historically, preferences 1-3 are accepted during the drawing.

Question: We just moved to the area over the summer. How can we enroll our student so they can start school this August?

Answer: Please complete a waitlist application so your child can be placed on the waitlist in chronological order received.

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