



K-8 Open Enrollment Process

The World Compass Academy enrollment process is under the umbrella of Douglas County School District Open Enrollment. The first round of Open Enrollment begins November 1. Please visit DCSD's [Open Enrollment Page](#) for more step-by-step instructions, important dates and deadlines, as well as answers to frequently asked questions.

For parents who wish to keep their student at WCA, no action is needed.

New Students

Prospective K-8 students and current WCA families with siblings (K-8) who will be new to WCA need to complete Open Enrollment. Current DCSD parents will use their parent portal log-in information to access their student information through Open Enrollment. First-time DCSD parents will create an account to log-in. If you have set up an account before, but have forgotten your password, please contact the DCSD IT department (303-387-0001) for instructions to reset your password.

First round open enrollment is not first-come, first-served. Enrollment priority is given during this round. At the conclusion of the first round of Open Enrollment, you will receive any enrollment offers via email. You can also log back into the Open Enrollment Tool (EngagED Parent Portal) to check your status. You must accept any enrollment offers through the Open Enrollment Tool (EngagED Parent Portal). If your application is not accepted by WCA, or you didn't log-in and accept your offer, you will automatically be placed on the second round open enrollment list.

Second round open enrollment is "first-come, first-served." Students will be placed on the waitlist behind those that are currently on the waitlist from the first round. During second round open enrollment, schools will reach out to you as space becomes available.

World Compass Academy maintains a waitlist for each school year of all non-admitted students, admitting students as space becomes available. At the end of the academic year, the waitlist is cleared, and all pending applications for that year expire. Families, not accepted to World Compass, but who have continued interest in enrollment must reapply through the open enrollment process for each academic school year.

If you currently have a K-8 student enrolled at WCA and would like to enroll a new K-8 SIBLING, please complete the process as detailed on the DCSD [Open Enrollment Page](#).

If you have a current WCA preschool student and would like to enroll in WCA's Kindergarten, please complete the Intent to Return form, which will be sent home annually in November.

If you are applying for Kindergarten, your child MUST turn five by October 1 of the enrollment year.

Current K-8 Students

Currently enrolled K-8 WCA students are not required to participate in the Open Enrollment Process. Current K-8 families will be required to submit an Intent to Return form each Spring, and Preschool and Pre-Kindergarten families will be required to submit an Intent to Return form each Fall to secure a place at World Compass Academy the following academic year. Intent to Return forms are due by April 15th each year for Kindergarten through Grade 8. Preschool and Pre-Kindergarten Intent to Return forms are due November 15 annually.

Enrollment Priority (does not include currently enrolled WCA K-8 Students)

- 1) Children in the household of or under the legal guardianship of Founding Families
- 2) Children of Administrators, Teachers, and Staff employed a minimum of 20 hours a week at WCA
- 3) Siblings of Currently Enrolled Students in K-8
- 4) All other students

(The sum of #1 and #2 will comprise no more than 20% of total student enrollment with children of Founding Families having priority over children of Administrators, Teachers, and Staff)

Founding Family

A Founding Family includes children in the household of any member of the World Compass Academy Board and children in the household of any family or person that provided at least 60 hours of approved volunteer service toward the establishment of World Compass Academy by November 30, 2014. Up to 15% of projected enrollment is guaranteed to Founding Families. Founding Family priority is based on the completion date of the 60 approved volunteer hours.

Administrator, Teacher, and Staff Children Enrollment

All administrators, teachers, and staff employed a minimum of 20 hours per week will have priority enrollment for children of which they have legal guardianship. The combined enrollment of children of Founding Families and Administrators, Teachers, and Staff shall not exceed 20% of the total school population.

Administrator, Teacher, and Staff Children enrollment will be prioritized based on:

- 1) Hire Date
- 2) Number of Paid Hours Weekly (with full time employees receiving highest priority and 20 hour per week employees receiving lowest priority)

Sibling Enrollment (K-8)

During the first round of DCSD open enrollment, prospective students who have siblings already enrolled at WCA (K-8) will be given enrollment priority. Priority is not given during the second round. If you miss the first round deadline, you will be placed after the first round waitlist in order of when you submit information during second round.

During the process, make sure to use your current Parent Portal log-in to ensure your child receives sibling priority. When you login to [EngagED Parent Portal](#), you will see your WCA students. If the child you wish to enroll is not on your portal account, please select the “+” button to add this student to the account. This ensures the process is done correctly and sibling priority will be granted through the open enrollment tool.

* Multiple birth children will be enrolled together regardless of class size.

Enrollment

Registration forms shall be downloaded by the parent(s) or legal guardian(s) from the school website and submitted to the school within one week of the initial enrollment offer. The annual student fee is due at registration.

Families who are unable to meet these deadlines, or who are experiencing financial hardship, should contact the school office prior to the deadline to discuss available options.

Community Notice

World Compass Academy has and will continue to use the following mechanisms to notify the community about World Compass Academy and attract a diverse student body:

- WCA’S Website: www.worldcompassacademy.com
- Articles printed in local news outlets
- Community Tours Information Meetings
- Flyers
- WCA’s official Facebook page and paid advertising