Enrollment Process

EXPLORE ACADEMY - RIO RANCHO ("School")

Eligibility

1. Any student living in New Mexico may apply to attend the School.

2. Any child who has reached their 5th birthday prior to 12:01 a.m. September 1st of the year of enrollment may apply for Kindergarten. Any child who has reached their 6th birthday prior to 12:01 a.m. September 1st of the year of enrollment may apply for First Grade. An exception will be made for any child who comes to the School having completed a kindergarten (or first grade) program and whose birthday falls on or before December 31st of the year of enrollment. After completion of the first grade, children who enroll at the School will be initially enrolled at the grade level as determined by their education history and age-appropriate peers, pending an evaluation of relevant cumulative student data by school leadership. After such evaluations have been completed by qualified school leadership, the final grade placement of the student will be determined.

Enrollment (Lottery) Application (see Appendix A)

3. The annual open enrollment period for available seats at the School is from December through March.

4. If the number of enrollment applications during the enrollment window does not exceed the number of spaces available after preferences are applied, students are enrolled on a first come, first serve basis until enrollment is full.

5. The School will announce its open enrollment period and provide an Enrollment Application Form that can be submitted online through the website or in person at the school site. Submission of the Enrollment Application Form officially places a student on the list for a position at the School. Parents and students should ensure that the information entered on the Enrollment Application Form is accurate. The School is not responsible for errors in grade level, contact information, or any other information that results in enrollment errors or mistakes.

6. Parents of current students of the School have until a deadline date prior to the lottery (in March) annually to notify the school of their intent to return the following year. At least two reminders will be provided to parents and students. From these responses, the school determines the number of available seats at each grade level. Any student forfeiting a space because the Intent to Return student form was not timely returned, must reapply and is subject to the lottery process. This will also jeopardize a student's sibling's enrollment preference.

7. Pursuant to NMSA 22-8B-4.1, lottery exempt students are (1) returning students from the prior school year, (2) children of employees employed by the charter school, and (3) siblings of students already admitted to or attending the charter school . Applicants who fall into one of these categories will be accepted unless there are more lottery-exempt students for a given grade level than there are open seats. In this situation, each lottery-exempt student will be given a random number and students will be accepted based on their number until all seats are filled. The remaining students will be at the top of the waiting list for the given grade, ahead of the students from the lottery. Parents of current students and staff members

will be notified in December and must commit via an enrollment application form with "sibling" or "employee child" indicated on the submission no later than the date of the lottery. Failure to do this will result in the student being added to the general list of student enrollment applications which are subject to enrollment lotteries per grade level when necessary.

Lottery

8. Once all lottery-exempt students are accounted for, the School will count the number of student seats remaining at all grade levels. This will occur annually and will determine the available seats for each grade level for the following academic year.

9. At the close of business on the day of the lottery annually, the Enrollment Application Form open enrollment list for each grade level will be locked and finalized. At this time, if the School receives Enrollment Application Forms that exceed the available seats in a given grade level, then the school must conduct a blind, random lottery to assign seats to students.

10. If a lottery is necessary at any grade level, the School will enter all students from that grade level's Enrollment Application Form list into a computer-generated, random, blind lottery that does not take into account any factor such as race, ethnicity, gender, socioeconomic status, etc. The lottery will be held annually in the month of March. It is conducted in an open forum and is open to the public. This process will be completed separately for any grade level for which the School received more Enrollment Application Forms than there were available seats. For each grade level lottery, students are assigned a computer-generated, randomized number. This number is their position on the lottery.

11. Students whose number corresponds to an available seat will receive an acceptance letter by the end of April annually. All students who are not accepted for enrollment through the lottery are placed on grade level waiting lists. Any student who submits an Enrollment Application Form after the day of the lottery will be added to the grade level waiting lists in the order of Enrollment Application Form submission.

Registration

12. All students accepted after the lottery process, both from the lottery process or from sibling and employee priority acceptance, have ten (10) calendar days to complete the registration process. This process requires that each accepted student submit the Registration Packet, including all forms and required documentation such as birth certificate and immunization records to the school via Synergy. If a family requires assistance with this process, they must contact the school immediately. If a student has not completed this registration process within the 10-day timespan, they will forfeit their position immediately.

13. If seats become available for any grade level after the lottery and acceptance period, these seats will be given to students assigned to the applicable grade level waiting lists in numerical order. Families will be notified by email and phone. Students have one week to complete the registration process from the date of their acceptance letter or they will forfeit their position.

Appendix A: The School's Enrollment Application

This application represents a submission of interest to enter the lottery to enroll at the School for the next school year.

All grade levels are subject to a lottery process if the number of interested students exceeds the number of enrollment slots available for the grade level in question. The lottery for each grade level will take place in March. After the lottery, students will be added to the waitlist in the order that the application is received.

All information in the form below is required and does not provide any basis for acceptance or denial of enrollment into the School. Please do not submit more than one application per student or your enrollment spot may be altered.

Please use a valid email address that you check regularly. The school will communicate all enrollment information via this email.

- Email
- Student Name
- Student Date of Birth
- Parent Name(s)
- Student Address
- Parent(s) Phone Number
- What grade level will the student be entering in the FALL?
- Does the student have a sibling currently enrolled at the school?
- Is the parent of the student employed by the School?
- Does the student have a sibling that is also applying?

NOTE: Once accepted, the following documents must be submitted via the registration process.

- Birth Certificate
- Immunization Records (or approved exemption)
- Proof of Residency (LCS/LVS/PEO)
- Student Demographics
- Health Information
- Prior School and Education History
- Permissions/Agreements

- The school will also need any IEPs, 504 plans, health management plans, prescription medication orders, transcripts (high school only), and other important documents, if applicable to your student.