

CCS Enrollment Process updated March 2025 bit.ly/CCSenroll2023

Timeline Spring 2025

- 4/1: [Re-enrollment](#) paperwork sent home to parents
- 4/19&26, Sat@ Noon: Open House for all prospective (new) students and any community members interested in learning about CCS's rich and unique programming! CURIOUS KINDERGARTENERS ENCOURAGED TO ATTEND!!!!
- 5/2: RE-enrollment forms DUE
- 5/7 @8am: [PRE-enrollment form](#) (new students) DUE.
 - See the [April 2025 Eagle Article](#) and advertisement for more details
- 5/8: New student enrollment lottery (if needed)
- 5/9 Notification of lottery results
- 5/14: Deadline for acceptance of enrollment slots (via phone, email, or in person)
- 5/21: unclaimed slots offered to waitlisted applicants

Crestone Charter School does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, or any other grounds prohibited by law. Crestone Charter School serves students with disabilities and English Learners and provides services to students as required by state and federal law. Please see the bottom of the Enrollment Process document for complete information.

Returning Students Re-enrollment Process

A re-enrollment form will be sent to current students by the first week of April each year. Re-enrollment forms must be returned to CCS by the first Friday in May.

New Student Application Process

An application process must be completed for all NEW students and includes the following:

1. Tour the school and meet with Director
2. Complete and submit the pre-enrollment form
3. Admission process occurs (outlined below)
4. When/If admitted, complete and submit the Enrollment Packet(s)
5. Records from previous schools are submitted, if applicable

Applications are not kept on file from year to year. If a family chooses to re-apply they must do so each year. CCS is not responsible to remind parents or guardians to apply.

Moffat Consolidated District #2 Kindergarten age eligibility is based on a child being age five by JULY 1st of the enrollment year (MCSD#2: Administrative Policy: Students: JEB). There are criteria for early admittance, however students meeting the age threshold will be prioritized in the lottery process outlined below, except in certain state required instances. Grade level placements for older students are based on age and the student's last placement in school.

Application Timeframe

All pre-enrollment forms are due by 8:00 AM the second Wednesday in May for the following academic year. A lottery will take place at 8:00 AM on the second Thursday of May. Students who apply after the deadline for the upcoming academic year will be added to the bottom of the waitlist if the classroom or grade is full. In the event that space is still available in a classroom after that date, applications will be accepted on a rolling basis. New students are admitted throughout the school year in this way as long as there are openings available in the appropriate classroom, however they are not guaranteed a space for the following school year if this mid-year enrollment takes place after April first.

Students enrolling for the upcoming school year:

The following ranked priorities shall be observed in the enrollment and lottery process:

1. Currently enrolled students.
2. Children of full-time contracted employees.
3. Students returning from an approved sabbatical year.
4. Siblings* of currently enrolled students and siblings and children of alumni.
5. Students who live within the Moffat Consolidated School District #2 who have applied and not gained acceptance in the previous year, and further ranked by the number of years attempted**
6. Students who live within Moffat Consolidated School District #2**
7. Out-of-district students.

**A sibling(s), as defined by Crestone Charter School, is a person who has a brother or sister currently enrolled at Crestone Charter School and shares with the brother or sister at least one common biological or adoptive or permanent custodial (with full parental rights) parent. A child must be in the physical custody of the biological/adoptive/permanent custodial parent and the legal relationship for a biological/adoptive/permanent custodial parent must be finalized and formally documented to show completion of the legal process before a child will be considered a sibling to receive sibling priority. In an adoption from a foreign country, the legal adoption documents may be from the country from which a child is adopted pending final adoption paperwork from the United States of America.*

*** Living within Moffat Dist #2 requires proof of local address (rent or own), property ownership may qualify with building permit, or affidavit of 'tiny home' legal location.*

Class Size Determination

Early Elementary (K-1), Primary (2-3) and Intermediate (4-5) classrooms will ordinarily contain no more than 18 students per classroom. Middle School (6-8) will ordinarily contain no more than 27 students. High school (9-12) will ordinarily contain no more than 32 students.

The director can approve exceptions based on current student's individual needs for placement, including retention or advancement.

Lottery Process

Following the re- or pre- enrollment process if the number of applicants exceed the maximum students allowed for a given grade level limits then at 8:00 a.m. on the second Thursday of May, a lottery shall be conducted for each of the ranked priority groups that exceed classroom size limits.

In the event of multiple births (twins, triplets, etc.) applicants for a classroom, only one name will be entered in the lottery. If that name is selected, their same-age siblings will automatically be selected, thereby filling two eligible openings.

For incoming Kindergarten students, those who do make the birthday cutoff of five years old by June 1st are placed first, those who do not make the birthday cutoff but have passed the once per year readiness screening are placed next. Those who have completed the pre-enrollment process but not yet completed the readiness screening are considered pending and do not have a secured spot. Parents will need to determine when they wish to have the once per year screening with the knowledge that waiting may lead to loss of an available slot in the Kindergarten grade.

Applicants who are drawn in the primary lottery will be notified in writing via email no later than the Friday following the lottery and must accept or decline enrollment by the date set forth in the enrollment notification letter, generally the following Wednesday. Applicants may call the school to check lottery results no sooner than the Friday morning following the lottery.

The lottery will be conducted with a neutral third party present as an observer.

Once the lottery is complete and the enrollment roster is finalized, remaining applicants will be placed on a waitlist for the applicable school year only. The order of the waitlist will be established for each grade by the same lottery system. Should space become available, the first person on the waitlist will be contacted via phone. From the date of the first contact, 5 days will be given to receive a callback. If contact is not made within that time, the next person on the waitlist will be contacted.

Claiming enrollment

Names will be removed from the waitlist for the following reasons:

1. Refusal of an available slot. Once a slot is declined for any reason, that child's name will be deleted unless the parent requests that the child's name remain on the waitlist.
2. No response to phone calls or mail/email sent to parents. It is the sole responsibility of the parent to keep the school office informed of any changes in address and phone numbers so that Crestone Charter School can contact the parent when needed.

3. If a child is not enrolled but might have been pre-enrolled in the spring (and secured a spot in the lottery) and does not attend the first day of school without prior written approval by the director.

Special Education and Services for Special Populations

Like all charter schools, Crestone Charter School is a public school. Crestone Charter School serves students with disabilities and English Learners and provides services to students as required by state and federal law. Charter schools are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, and certain other grounds. Laws applicable to students with disabilities include the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA).

In most cases, the services required by a student with disabilities can be provided at Crestone Charter School. In some cases, a student's individual needs require that they be placed in a different program or location as determined by an IEP or Section 504 team. Under IDEA, students with disabilities are entitled to a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). The services a student requires under IDEA are described in an Individualized Education Program (IEP). Under Colorado law, the provision of FAPE and specific services required by a student's IEP are a joint responsibility of the charter school (Crestone Charter School) and their authorizer, in most cases the local school district (Moffat Consolidated School District #2).

Applicants to Crestone Charter School are not required to identify whether the applicant has an IEP and the school admits students without considering a student's disability. After a student with an IEP is initially enrolled in the school, an IEP team meeting may be required to determine whether this school is an appropriate placement for the student based on their needs. In most cases, the services required by a student's IEP can be provided at Crestone Charter School. In some circumstances, a student's individual needs require that they be placed in a different program or location. For more information on our programs and services please contact Crestone Charter School's Director or Special Education provider found on the Crestone Charter School website, <https://www.crestone-charter-school.org/administrators>.

(Amended April 2023)

See also [CCS Sabbatical Year Policy](#)