

Policy – Enrollment

H.1-Enrollment and Wait list

Community Leadership Academy/Victory Preparatory Academy is a school of choice. Choice may be revoked as allowed by statute. The student's attendance must be prompt and regular, and the student's conduct must be in accordance with school policies, procedures, rules, and regulations. The grade in which the student is enrolled must not be overcrowded.

VPA Graduation Policy: Students transferring into Victory Preparatory Academy High School must attend three (3) full semesters in order to be eligible for a Victory Preparatory Academy diploma.

METHOD OF ENROLLMENT

Community Leadership Academy/Victory Preparatory Academy requires that all students wanting to attend CLA/VPA submit an "Intent to Enroll" form prior to or during the open enrollment period. Submitting an "Intent to Enroll" form **does not guarantee** that your child will have the opportunity to enroll. All "Intent to Enroll" forms received prior to or during the open enrollment period will be assigned a wait list number.

OPEN ENROLLMENT PERIOD:

- Open enrollment for each school year will end at midnight (MST) April 15th.
 - All "Intent to Enroll" forms received prior to that time will be considered for enrollment for the upcoming school year.
 - Families that applied in a prior year but were not extended an invitation to enroll do not need to re-submit an "Intent to Enroll" form.
 - The Open Enrollment Period shall be advertised and made public within the school community at least fourteen (14) days prior to completion of the open enrollment period, so as to provide equal opportunity to all interested students.
 - Students may continue to be added to the wait list after April 15th.
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PRIORITY FOR ENROLLMENT:

Priority for enrollment is given to the following classes of students; these classes are listed in order of priority:

1. Children of Founders of Community Leadership Academy (as defined below);
2. Children of employees of CLA/VPA (as defined below);

The combined total of these shall not comprise more than 20% of total student enrollment.

AVAILABILITY TO ENROLL:

If the number of “Intent to Enroll” forms received is less than or equal to the number of student spaces available for any grade, the school will extend an opportunity to enroll to any child for whom a completed “Intent to Enroll” form was received by the school prior to the end of the open enrollment period.

If the number of “Intent to Enroll” forms received is greater than the number of student spaces available for any grade, depending on campus policy, the school will use a lottery.

An opportunity to enroll will be extended on or before May 1st of each academic year, for enrollment during the following academic year.

Any “Intent to Enroll” forms received by the school and for whom an opportunity to enroll was not extended will be held in on the wait list in the event of a vacancy prior to September 30th.

ENROLLMENT ACCEPTANCE

- Upon receiving notification of opportunity to enroll via telephone, the parent(s) or legal guardian(s) of the child(ren) shall provide acceptance to the school’s secretary no later than forty-eight (48) hours after the notification of availability was given (excluding holidays and weekends). Enrollment forms must be completed within one-week of providing verbal acceptance. If no verbal acceptance is received within forty-eight (48) hours after notification of availability, or enrollment forms were not completed within the time allowed, the school will deem that the parent(s) or legal guardian(s) of the child(ren) have declined to enroll the child(ren) in the school, and the school may then notify availability to another child.
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FOUNDER DEFINITION:

- ÷ An individual involved in the founding of CLA who contributed 200 or more hours toward the creation of the organization and approved by the school's Board of Directors.

EMPLOYEE DEFINITION:

- An individual currently employed by CLA/VPA who works more than 20 hours per week for the organization. "Employee" does not include contractors or vendors of any kind.

RETURNING STUDENTS

Returning students are required to complete an "Intent to Return" form and complete the registration documents prior to April 1st annually.

SPECIAL EDUCATION:

The school serves a diverse body of students. The "Intent to Enroll" form does not solicit information about a student's status.

NON-DISCRIMINATION POLICY

Community Leadership Academy/Victory Preparatory Academy does not make any distinction because of race, national origin, color, sex, ethnic group, religion, disability, sexual orientation, or other legally protected class of any student who may be in attendance or who seeks admission.

FALSE INFORMATION/FAILURE TO DISCLOSE

Any forms submitted to the school for enrollment that contain false information or any forms with requested information withheld or not disclosed will cause the enrollment/request for enrollment to be considered invalid and the child(ren) will be immediately removed from the waiting list or other records. If enrollment has already occurred prior to the discovery of false information or withheld information, the enrollment will be immediately revoked. All forms must be completed in order for a child to be enrolled. Forms that are incomplete will render the enrollment invalid.