

PARKER CORE KNOWLEDGE
CHARTER SCHOOL
Waiting List/Enrollment Policies

The school charter states that:

“Students shall be considered for admission into Parker Core Knowledge Charter School on a first-come, first-serve basis, and without regard to race, creed, color, gender, national origin, religion, ancestry, disability or need for special education.”

The detailed manner in which this statement is adhered to is outlined as follows:

Position on Waiting List: The position on the waiting list is determined by the date and time that the completed Letter of Intent (LOI) is submitted to the school’s office. Exception being preferences in the order as stated below:

1. Retention/advancement of currently enrolled students
2. Children of full-time staff (*PCK operating council 5/12/11*)
3. Siblings of currently enrolled* students (in order of family’s first student start date, then by LOI date)

Exception: When a student has chosen to voluntarily leave the school and then wishes to return, their new sibling status is based on the new letter of intent date (not sibling date of entry).

Sibling Defined (PCK operating council 2/21/08): For the purpose of assigning sibling status to a student on the PCKCS waiting list, the student in question must have a brother or sister currently enrolled* at PCKS and one or more of the following criteria must be met:

- a) The siblings share at least one common biological or adoptive parent
- b) If the siblings bear no blood or equivalent adoptive relationship, they are related by the marriage (a legally recognized union in the State of Colorado) of the enrolled student’s parent to the parent of the other sibling
- c) Two or more students are legally recognized as siblings because the parent or guardian of these siblings has permanent custody with full parental rights

*This includes students enrolled for coming school year (i.e. incoming kindergarten class). The original child must attend PCKCS for the entire 1st trimester of the school year to retain sibling status for any other siblings.

4. Up to 18 lottery spots for students enrolled in the PCK Junior Kindergarten program as defined below:

**Each spring, students enrolled in the PCK Jr. Kindergarten program who have not already secured placement in the PCK Kindergarten program for the next school year will be invited to participate in a lottery drawing for up to 18 spots on the Fall Kindergarten roster. Each year, the first fifty-four (54) of the available seventy-two (72) Kindergarten spots will be filled directly from the PCK Waiting List. Once these 54 positions have been filled, the remaining 18 spots may be filled via a lottery drawing of interested PCK Jr. Kindergarten students. Any of the lottery spots forfeited after the Kindergarten roster is completed will be filled according to the traditional PCK Waiting List policy. (*PCK operating council 09/07/2011*)

One Spot per Child: No child may occupy more than one spot on the waiting list and no child may be put on the waiting list for future year/grade with the exception of kindergarten.

Non District Residency: If the applicant is a non-district resident, the child will be offered an opening if there are no Douglas County District residents on the waiting list at the time of the opening. Non-district residents may be placed on the waiting list in anticipation of moving their primary residence into Douglas County. However, at the time enrollment is offered, the applicant will have 48 hours to offer proof of residency (Deed of Trust, Rental Agreement). If the applicant fails to provide proof of residency within the 48-hour period, the application will be considered declined by PCK. In such event, the applicant may submit a new LOI and begin the process as any other parent of guardian.

If a child on the waiting list becomes a non-district resident, the child will be treated as a non-district resident and enrollment will be in accordance with the policy for enrolling non-district residents as stated previously.

If a child enrolled at Parker Core Knowledge Charter School becomes a non-district resident, they will not forfeit their enrollment status.

Age Requirement: An applicant must be five (5) years of age by October 1st for admission to Kindergarten. (*DCSD age requirement change November 6, 2007. Effective 2008/2009 school year.*)

Information on Letter of Intent: Parents of the applicant are responsible for updating the Letter of Intent, i.e. notifying the school of change of address, phone number, etc. If PCK cannot contact an applicant's family due to change of contact information, the school is not responsible to continue their search. The applicant will be declined from the waiting list.

48 Hour Decision: If enrollment is offered an applicant, the school requires a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list. If at a later date it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed and applicant will be placed on the waiting list based on the date and time recorded on this new form.

Mid-Year Decision (Jan 1 and after): If enrollment is offered during the PCK school year, the applicant will be allowed to either accept or decline the available position. If the position is accepted, the student will be given the option of starting immediately, or waiting until the start of the next school year (August). Once a position is declined, the student's name will be removed from the Wait List.

Voluntary Removal: Should an applicant be removed from the waiting list on a voluntary basis, and then it is decided that they should reapply, a new Letter of Intent must be submitted. The position on the waiting list will be determined by the new date and time on this form.

Birth Requirement: Letters of Intent will **not** be accepted for unborn children. (*As per policy clarification by PCKCS operating council 2/20/96*)

District Open Enrollment Policy:

- 1.) Once a student enrolls in a charter school (or any other school), that school becomes his/her assigned school and s/he must apply for open enrollment into any other district school including his/her former neighborhood school. There will no longer be automatic acceptance of students back into neighborhood schools once they have enrolled

elsewhere. Therefore, charter school students are now considered open enrolled students.