



Procedure Directive  
Proposed - BLRA Board

Colorado Springs, Colorado

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BLRA#: BOPEL - BLRA

Series: Operations

Date: 10/18/16 - Revised 03/08/2023

Point of Contact: Board President

### Enrollment Procedure

**Purpose and Scope:** The Banning Lewis Academy (BLA) Enrollment Procedure is intended to provide documented guidelines to the operations contractor for the allocation of available seats at Banning Lewis Academy. The Procedure also provides for a lottery process when the number of student applications exceeds the number of available seats.

**Distribution:** This procedure shall be available for public viewing.

#### **Definitions:**

##### ***Enrollment Priority:***

Defines the priority category in which students are selected for available seats. These priority categories are defined as:

1. **A - Students of currently employed staff** – Applicants whose parent/legal guardian is employed by BLA or its operations contractor  
**B - Banning Lewis Ranch Residential Development** - Any applicant who can show proof of residency in the Banning Lewis Ranch Residential Development
2. **Siblings of students currently enrolled in BLA** - The status given to a new enrollment applicant if their sibling is currently enrolled or has been offered enrollment in BLRA
3. **Currently enrolled authorized charter school students** – Any applicant who can show proof of current enrollment in a public charter school
4. **Residents of D49** - Students who reside within School District 49 geographical boundaries
5. **Out of District** – Students who reside outside of School District 49 geographical boundaries

## ***Proof of Residency and Identification Requirements to Establish Enrollment***

**Priority:** (*Post Office boxes do not meet residency requirements. Only street addresses are acceptable. All proof of residency documents for Priority 1 applicants must show an address in the Banning Lewis Ranch Residential Development.*)

1. **ONE** of the following forms of parent/guardian photo ID:
  - a. Valid State issued Driver License
  - b. Valid Military ID
  - c. Valid Passport

**— AND —**

2. **ONE** of the following documents with the parent/guardian's name and address:
  - a. Current Property Tax Bill
  - b. Current Rental or Lease agreement with parent/guardian's name, student name, and address, as well as property manager or owner's name and phone number
  - c. Executed Purchase Agreement
  - d. Mail dated within 30 days before the application date from the following sources:
    - i. Social Security Administration
    - ii. Colorado State or Federal government agencies
    - iii. Utility companies
    - iv. Credit card bill
    - v. Financial institutions; including checking or savings.
    - vi. Insurance companies

***Enrollment Lottery:*** The process of randomly selecting names of applicants when there are more applicants than seats available.

***Enrollment Fraud:*** All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status, residency, and age) the enrollment is deemed fraudulent.

***Enrollment Verification:*** A process in which all documents submitted for registration are reviewed for accuracy and completeness.

***Lottery Official:*** The person in charge of drawing names of applicants during the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school or a vested interest in the school.

***Previous Student:*** If a student's enrollment is withdrawn from BLA for any reason, regardless of length of time, the child must reapply for enrollment. The child's priority status is reset, and their eligibility and priority status will be that of a first-time enrollment candidate.

**Change in Status:** At any point during the enrollment process where any portion of an applicant's priority status would change, such as a sibling's recent enrollment into BLA or change of residency, notification must be made to the BLA Registrar so that the application and priority status can be updated.

If a child's priority status is based on residential location and there is a change in residency, which would lower the child's priority status, and notification was not made regarding the change prior to the enrollment lottery, the child's enrollment shall be considered an intentional act of enrollment fraud. Any enrollment resulting from intentional fraudulent activity can be deemed null and void.

**Sibling:** An applicant or current student who is a biological Brother, Sister, or Half-Sibling of another student or a Brother, Sister, Step-Brother, Step-Sister of another student through marriage or adoption.

**Waitlist:** The waitlist determines the order of students not offered enrollment during the lottery. Each applicant will be selected during the lottery and either offered enrollment or placed on a waitlist. Once seats are filled, remaining students will be added to the waitlist in the order drawn.

**Withdrawn Students:** If a student is withdrawn from BLA due to adverse conditions, such as withdrawal in lieu of suspension or greater disciplinary action, the student must receive Administrative approval to enroll prior to the closing of the enrollment process.

**School Capacity:** School or building capacity is defined in paragraph 5.4.2 of the charter contract between District 49 and the Banning Lewis Academy Board of Directors. To ensure that student enrollment does not exceed building capacity, the parties agree that BLA under no circumstances shall enroll more than stated capacities without the prior approval of the Board of Education.

**Grade Level Capacity:** The BLA Board recognizes that situations may arise when the building capacity has not been reached, but a particular grade level enrollment may reach a point which is not conducive to high academic achievement or manageable by the operations contractor. As such, the operations contractor will set a maximum grade level capacity for the next academic year in January of each year based on academic achievement goals and operations manageability. This grade level capacity may vary from grade level to grade level and from year to year. The grade level capacity for the next academic year must receive approval from the Board of Directors at the regular January meeting each year and may not be modified during the year without Board Approval.

**Established Enrollment Number:** The school's total enrollment is defined in the applicable academic year's approved budget.

**General:**

1. The Board of Directors recognizes that the operations contractor is best suited to determine ideal and maximum enrollment as they pertain to academic achievement and operations manageability. However, at no time shall the operations contractor enroll a student of any enrollment priority that would commit the Board to adding staff, modifying the building (including adding modular classrooms), or modifying existing academic programs (including specials) without prior Board approval.
2. The school is committed to a class size that promotes high academic achievement and is manageable by the operations staff. Enrollment priorities are not a guarantee of enrollment and will not be allowed to influence the academic achievement goals or the operational manageability of the school.
3. **Non-Discrimination and Equity Statement:**

Banning Lewis Academy is a public charter school. BLA welcomes all students and does not discriminate against 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), the Americans with Disabilities Act (ADA), and Colorado's Exceptional Children's Educational Act. Banning Lewis Academy does not discriminate against students with Individualized Education Programs (IEPs) or 504 plans.
4. **Special Education and Student Support Services:**

Applicants to Banning Lewis Academy are not required to identify whether the applicant has an IEP and admission to the school is made without considering a student's disability. In most cases, BLA can provide the services required for a student with a disability. 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 Plan (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 and their authorizer, in most cases the local school district. After a student with an IEP is initially admitted, an IEP team meeting, which would include the parent, (and the student and their representative as appropriate), may be used to review the IEP with the family and to determine if additional support is required.
5. **Enrollment Eligibility Requirements:**
  - a. **Colorado Residency-**

All applicants must be residents of Colorado to attend BLA. Out of area students may apply and be offered enrollment or placed on the waitlist. However, proof of residency or a copy of relocation orders is required to finalize enrollment.

b. **Age Requirements-**

All prospective Kindergarten students must turn 5 years old on or before September 15th of the year of enrollment. Students must turn 6 years old on or before October 1st of the year of enrollment in 1st grade.

### **Enrollment Process:**

Open Enrollment occurs each year from November 1<sup>st</sup> – February 28<sup>th</sup>

1. Enrollment applications are initiated by a parent or legal guardian completing and submitting a BLA student enrollment application form. The application form may be accessed and submitted online at [www.blracademy.org](http://www.blracademy.org).
2. Completed enrollment applications collected during the Open Enrollment window will be sorted by entering grade level and enrollment priority 1 through 5.
3. Incomplete application forms will not be considered regardless of potential priority status.
4. Submitted applications will be reviewed by the Enrollment Team for completeness, age and grade of student, legal residence, and legal guardianship.
5. If more applications are received than there are seats available, in any grade level, an enrollment lottery will be held.
6. The Registrar and Administration will oversee the lottery.
7. If an Enrollment lottery is required, the following guidelines will apply:
  - a. Applicants will receive confirmation of being in the lottery with the date and time of the lottery.
  - b. The lottery will begin by randomly selecting applicants at the highest grade level and will continue to work backwards through grade levels until kindergarten is complete.
  - c. Once an applicant is selected, enrollment of that student is assumed.
  - d. The Registrar will monitor selections to ensure grade levels are not overenrolled.
  - e. Any remaining applicants who are not granted a seat will be selected to the waitlist using the same process as above.
  - f. All applicants will receive electronic notice of their enrollment status following the lottery.
8. Applicants selected in the lottery for enrollment will be sent an email with an offer to complete a registration form. Families will have one week to complete the registration form. If not completed in the allotted time, enrollment may be forfeited and offered to another student.

9. As openings occur, applicants on the grade level waitlist will be contacted in the established order and offered an enrollment opportunity. A verbal acceptance from the applicant will assume enrollment at that time.
10. BLA will continue to enroll students using this process until the established enrollment number is met and maintained.
11. Applicants may be offered enrollment at any point after the lottery or throughout the school year unless the school or grade level capacity has been reached. In this instance, students will be placed on the appropriate priority waitlist in the order that their application was received.

### **Early Access for Highly Gifted Students:**

BLA follows the District 49 policy and procedure for Early Access for Highly Gifted Students. Applicants that go through the D49 process and are recommended for early access will be eligible for a kindergarten or first grade seat.

The following steps are required to be considered for Early Access at BLA:

1. Apply for a Kindergarten/First Grade seat during the Open Enrollment Window (Nov. 1 – Feb. 28) via the BLA website prior to the school year the student is intending to enroll.
2. Provide a written notice to the BLA Registrar prior to February 1st indicating the intention to be eligible for enrollment as an Early Access applicant.
3. Follow the Early Access application process and deadlines through District 49.
4. Notify the Registrar in writing of Early Access approval by February 28th to be considered for early access the following year.