



# T.R. Paul Academy of Arts and Knowledge Enrollment Policy

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**Purpose and Scope:** The TR Paul Academy of Arts and Knowledge (TPAAK) Enrollment Policy is intended to provide documented guidelines to the operations contractor for the allocation of available seats at TR Paul Academy of Arts and Knowledge. The Policy also provides for a lottery process when the number of student applications exceeds the number of available seats.

**Distribution:** This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an application for enrollment to TPAAK.

**Declaration:** By applying for enrollment into TPAAK all persons involved in the enrollment process declare that they have read and understand the enrollment policy of TPAAK and will abide by this policy.

## **Definitions:**

### *Enrollment Priority:*

Defines the priority category in which students are selected for available seats based on sibling status. These priority categories are defined below:

1. Siblings of students currently enrolled in TPAAK
2. Siblings of students currently enrolled in Colorado Early Colleges Fort Collins High School (CECFC).
3. All other applicants, including Early Admittance: Acceleration into Kindergarten

### *TPAAK Sibling Status (Priority 1 Enrollment):*

The status given to a new enrollment applicant if their sibling has attended TPAAK for any portion of the previous school year for which the new applicant is applying for.

### *CECFC Sibling Status (Priority 2 Enrollment):*

The status given to a new enrollment applicant if their sibling has attended CECFC for any portion of the previous school year for which the new applicant is applying for.

### *AAK Preschool Student:*

Current students of Academy of Arts and Knowledge Preschool will be granted the same status as returning students of K-5 grades so long as their application for enrollment is received during open enrollment.

### *Early Admittance:*

Applicants that wish to apply for kindergarten but are not five (5) years of age by October 1st in the school year enrollment is being applied for must apply for Early Admittance prior to the

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lottery following the Early Admittance Guidelines set forth by the Board Of Directors for TPAAK for Acceleration into Kindergarten.

Applicants that wish to apply for first grade but are not six (6) years of age by October 1st in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board Of Directors for TPAAK for Acceleration into Kindergarten.

*Enrollment Lottery:*

The process of drawing 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 and age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If the misrepresentation is determined before October 1st, the student will be treated as no longer enrolled. If the determination is after October 1st, (1) the administration will seek to transfer the student, at an academically appropriate break, to another program, and (2) provide that no other program can be found the student(s) is banned from re-enrollment for the next school year.

*Enrollment verification:*

A process in which enrollment eligibility is verified. Such verification may include the review of academic records by a TPAAK school official to verify the academic eligibility of an applicant or enrolled student. This process can take place up to two (2) years after the child's enrollment. After two (2) years, the child's enrollment status is accepted by the TPAAK Board of Directors (BOD) without further verification, unless willful fraudulent activity is brought to the attention of TPAAK BOD members.

*HOS:*

The HOS, or Head of School at TR Paul Academy of Arts and Knowledge is responsible for overseeing the enrollment and lottery process as described.

*Registrar:*

The Registrar is responsible for carrying out the enrollment and lottery process as described.

*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 an otherwise vested interest in the school.

*Lottery eligibility:*

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If a child meets the eligibility requirements set forth in the application for enrollment in TPAAK, that child is deemed to be eligible for enrollment in TPAAK and any necessary enrollment lottery with the following exceptions;

-Children that were previously accepted for enrollment and declined enrollment are not eligible for enrollment or to enter the lottery process, regardless of enrollment priority status until the following years' enrollment.

-If a previous enrollment request was submitted that included intentional fraudulent documents, statements, or other acts, the child is permanently banned from enrolling in TPAAK.

*Previous Student (K-5):*

Once a K-5 student leaves TPAAK, such as transferring to another school, for any reason, the child must reapply for enrollment and participate in TPAAK's lottery process.

The exception to the above is if a family temporarily relocates, less than one-year in length, due to a military assignment. In this case, the family relocating must inform TPAAK their intent to return to TPAAK in writing. If the relocation is for longer than one year, a space will not be reserved for the child(ren) and the child(ren) must re-apply for enrollment for the next school year.

*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 TPAAK prior to the enrollment lottery taking place (grants sibling/priority 1 enrollment status), notification must be made to the TPAAK HOS and/or registrar regarding the change in status so that the enrollment application can be updated.

*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 is used to determine the remaining order of students selected during the lottery. Each applicant will be selected during the lottery. Once seats are filled, remaining students will be added to the waitlist in the order drawn. The waitlist is established after the lottery and is active through October 1st.

*Withdrawn Students:*

If the child/children were withdrawn from TPAAK, to include adverse conditions (Disagreements with the TPAAK contractor, TPAAK BOD, or withdrawal in lieu of suspension

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or greater disciplinary action(s)), the child/children must receive HOS and/or TPAAK BOD approval to enroll prior to the closing of the enrollment process.

*School Capacity:* TR Paul Academy of Arts and Knowledge school capacity is defined by the Poudre Valley Fire Authority and agreed upon by the TPAAK Board of Directors as 478. To insure that student enrollment does not exceed building capacity, the parties agree that TPAAK under no circumstances shall enroll more than 478 students without prior approval.

*Current School Year Enrollment Post October 1st.* Only priority 1 & 2 students will be allowed to enroll after October 1st. In the event that the class size in the requested grade level has been met, a priority 1 & 2 student will be enrolled only if a student in the desired grade level leaves TPAAK after October 1st. Enrollment under this condition is subject to verification. All other enrollment of students after October 1<sup>st</sup> is at the discretion of the HOS if there are no priority 1 or 2 students on the waiting list.

*Grade Level Capacity:* The TPAAK Board recognizes that situations may arise when the building capacity has not been reached but a particular grade level enrollment may reach a level 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 schools total enrollment as defined in the applicable academic years approved budget.

**General:**

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.

**Enrollment Process:**

1. Applications are initiated by a parent or legal guardian completing and submitting the school's student enrollment request form. The enrollment form may be accessed and

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- submitted online at [www.tpaak.org](http://www.tpaak.org). Open enrollment occurs each year from November 1st– February 28th.
- a. Current students at TPAAK must submit their intent to re-enroll during this open enrollment time frame. If a student does not re-enroll during the window, they forfeit their seat.
  - b. Current students of Academy of Arts and Knowledge Preschool will be granted the same status as returning students of K-5 grades so long as their application for enrollment is received during open enrollment.
  - c. Students that wish to re-enroll, but did not during the open enrollment window, must reapply for enrollment and participate in TPAAK’s lottery process.
2. Applicants who apply for enrollment after the lottery is complete will be placed at the end of the grade level waitlist in the order they apply.
- a. Applicants qualifying for priority 1 status will be granted seats at any point after the lottery or throughout the school year, unless the school or grade level capacity has been reached. In the instance that the school or grade level capacity has been reached, 1st priority students will be placed on the waitlist in the order their applications were received.
3. To be eligible for enrollment in TPAAK, a completed student enrollment request form must be completed and received during the above listed timeframe. Also, a child must be five (5) years of age by October 1st in the school year enrollment into kindergarten is being applied for unless applying for Early Admittance and follow the Early Admittance Guidelines set forth by the BOD of TPAAK.
4. Applications submitted up to the announced enrollment decision date will be reviewed by the HOS and Registrar.
- a. The review will be for completeness, legal residence, age/grade of student, and confirmation that parent/guardian has reviewed the instructional program and policies.
  - b. Incomplete enrollment forms will not be considered regardless of potential priority status.
  - c. Completed enrollment forms will be sorted by entering grade level and enrollment priority.
5. TPAAK BOD members may be present during the lottery process. Notification of the lottery will serve as public notice of an official meeting, even if no action(s) are anticipated to be taken by members of the TPAAK BOD at the time of the lottery.

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- a. TPAAK BOD members are primarily present to observe and assist the operations contractor should such need(s) arise.
6. If an Enrollment lottery is required, the following guidelines will apply:
  - a. Applicants will receive confirmation of being in the lottery, and the date, time, and place of the lottery
  - b. The lottery will be conducted by the lottery official and be overseen by the Registrar and HOS.
  - c. On the day of the lottery, the lottery official will check to assure all lottery names are included in the drawing
  - d. All lottery names will be placed in a container
  - e. Only the lottery official will draw lottery names from the lottery container
  - f. The lottery will begin by selecting applicants at the highest grade level. The process will continue to work backwards through grade levels until kindergarten is complete
  - g. Once an applicant is selected, enrollment of that student is assumed.
  - h. The HOS and Registrar will monitor selections to ensure grade levels are not overenrolled
  - i. Any applicant who is not granted a seat will be selected to the waiting list using the same process listed above
7. Once the lottery is complete, applicants will be notified by the Registrar of their status
8. Enrollment packets will be issued to applicants who received seats in the lottery process. Families will have one week to return the completed enrollment packet. Enrollment packets that are not returned in that time, or applicants that cannot produce appropriate priority information, will forfeit granted seats
9. Should students need placement confirmation from their current district (students in special education); the HOS/Registrar will contact the prior school district's Special Services to review the child's application and available documentation such as an IEP, etc.
10. Should students wish to apply for Early Admittance, the parent should contact the HOS/GT Coordinator to initiate the process.
11. As openings occur, applicants on the grade level waitlist will be contacted in the established order. A verbal acceptance from the applicant will assume enrollment at

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- that time. An enrollment packet will be distributed. Return of the completed form is expected in one week to secure the seat
12. TPAAK will continue to enroll students using this process until the established enrollment number is met and maintained, or until October 1st of each school year. Only priority 1 & 2 students will be allowed to enroll after October 1st. In the event that the class size in the requested grade level has been met, a priority 1 & 2 student will be enrolled only if a student in the desired grade level leaves TPAAK after October 1st. Enrollment under this condition is subject to verification. The enrollment of students after October 1<sup>st</sup> is at the discretion of the HOS.
  13. A provision shall be made for the children of a parent/guardian that is hired at TR Paul Academy of Arts and Knowledge. At the time of hiring and/or during each child's first full academic year of enrollment eligibility the children of TPAAK employees will be enrolled if the building or grade level capacity for the applicable grade has not been reached.
    - a. If a child must be placed on a waitlist due to capacity issues the child of an employee will be granted a priority 1 status
  14. The school is committed to a class size that promotes high academic achievement and is manageable by the operations staff.
    - a. Enrollment priorities are not guaranteed enrollment and will not be allowed to influence the academic achievement goals or the operational manageability of the school.