Policy #:	**STU.100.4**
Policy Title:	Enrollment Eligibility & Procedure
Approval Date:	5/24/21
Review Date:	N/A
Related Documents:	C.R.S. 22-30.5-104(3) Intent to Enroll Form

Enrollment Eligibility

MVCS recruits students in a manner that ensures equal access to the school, not discriminating against students on the basis of race, color, religion, creed, ancestry, national origin, sex, disability, sexual orientation, or need for special education services. MVCS upholds student and parent constitutional rights, conducts the student/parent relationship with integrity and respect for the student/parent's educational beliefs and methods, and recognizes it is the primary responsibility of parents to make education and training choices for children under their care. Given the unique parent-driven model of education, if parents fail to meet MVCS standards for parental involvement, the student's education will be compromised, and he/she will no longer be eligible to remain enrolled at MVCS.

MVCS enrollment is open to all students eligible to enroll in a public school in Mesa County, Colorado. MVCS's enrollment policy is designed to:

1. Meet the requirements of Colorado Revised Statute 22-30.5-104 (3).
2. Ensure equal access to the school.
3. Serve at-risk students (defined as those eligible for free and reduced lunch).

Age

MVCS follows District #51 policy JEB to determine the age of students enrolling in MVCS. Students must be 5-21 years old and without a diploma or equivalent.

Students over age 18 must have a detailed step-by-step plan for meeting diploma requirements as part of their Personalized Learning Plan and must continue to stay on this track. MVCS accepts students who turn 21 after October 1 of that school year, but will not accept students who turn 21 before October 1 unless they have an active Special Education status. In that case, MVCS will enroll the student for that school year only. MVCS does not accept students who are 22 years old or older regardless of their Special Education status.

Kindergarten

Kindergarten is offered part-time only. Students who are 5 years old may enroll in kindergarten even if their skill levels would allow them to enroll in the first grade. Any student who is 6 years old may enroll in either Kindergarten or 1st grade (full-time). MVCS follows the District #51 policy on early enrollment.

Part-Time Enrollment
MVCS will enroll students in a part-time capacity within the following parameters:

1. Students will be accepted as space allows; full-time MVCS students have priority.
2. Students are in grades 6-12.
3. Students enroll in one of the following course combinations per semester:
    a. 2 MVCS courses
    b. 1 MVCS course and 1 crossover course (including Career Center)
    c. 1 MVCS course and 1 WCCC module
    d. 1 MVCS course and 1 CMU course
4. No student funding will be allocated to students enrolled in this manner, but the courses will be free of charge (fees may apply).
5. No academic oversight will occur outside that which is necessitated by course enrollment.
6. No SPED services outside the classroom setting will be provided.
7. No standardized assessments outside the classroom setting will be required, but they may be provided at parent request.

Concurrent Enrollment
MVCS will not allow concurrent enrollment for students enrolled in a private school or another publicly-funded school, although it will allow concurrent enrollment in educational co-ops and enrichment schools. Students may also take up to two individual courses designed for high school credit at private schools. Concurrent enrollment is possible at Western Colorado Community College (WCCC) or Colorado Mesa University (CMU) as well. School classification determinations are made by MVCS administration using the following definitions. Classification determinations made by MVCS administration may be appealed once to the Board of Directors:

- **Private School**—A learning institution that offers comprehensive instruction, enrolls students, has an assigned administrator and teachers who are paid by the institution, is based in one or more buildings, and is owned and operated by a private person, firm, association, organization, or corporation rather than a public agency as evidenced by its self-definition, by-laws or mission statement.
- **Enrichment School—**An educational school that supplements the academic curriculum with special projects or activities.
- **Educational Co-op—**An autonomous association of persons—typically parents—united voluntarily to meet their common needs and aspirations surrounding their children's education through a democratically controlled enterprise. There may be fees associated with particular classes for instruction and/or supplies.

Expelled Students
Students who have been expelled by another school in District are barred from enrolling in MVCS during the term of their expulsion.

Previously-Exited Students
Students who have previously been exited from MVCS for failing to meet parent expectations will not be accepted for enrollment in subsequent years unless the parent/guardian attends an overview with MVCS staff and can demonstrate that the issues which led to the previous exit are no longer present.

Enrollment Procedure

Enrollment Timeline
Enrollment is closed from five business days before the first day of the October Count Window until that same day the following year or until the school is full, whichever comes first. Essentially, MVCS does not enroll students after the first quarter. MVCS will accept Intent to Enroll Forms year-round, however, adding them to the waitlist.

Re-enrollment
A Parent with a student enrolled in MVCS will be given the opportunity to retain enrollment for their child(ren) for the following school year. This is done by turning in an Intent to Enroll Form to MVCS by the first school day in April. Siblings of enrolled students will be given the opportunity to enroll at this time if space allows. If parents/guardians of currently-enrolled students do not return the Intent to Enroll Form by the deadline, they will not be automatically reenrolled, but will be added to the waitlist if they subsequently return the Intent to Enroll Form

New Student Enrollment
Parents/Guardians whose children are not currently enrolled with MVCS and who wish to enroll their children in MVCS may fill out an Intent to Enroll Form. Each Intent to Enroll Form will be numbered sequentially as it is received by the school. The collection of new student Intent to Enroll Forms will constitute the waitlist.

Before enrollment, the parent/guardian of the new student must attend an overview meeting with MVCS staff to determine the suitability of MVCS for their child(ren). Expectations for parents and students in MVCS will be made clear at that time and staff and families will have an opportunity to explore concerns that either may have about the appropriateness of enrollment in MVCS. Parents will be given a copy of the Participation Agreement so that they can understand the requirements of enrollment in MVCS. The needs of children with special needs will also be considered at this time to determine whether MVCS will be able to meet their needs. Parents will be invited to overview meetings as space allows according to their place on the waitlist. Any who do not attend an overview meeting forfeit their place on the waitlist after the third unsuccessful attempt to schedule.

Enrollment into MVCS is tentative for all incoming seniors until credits transferring into MVCS have been reviewed. The grade level for such students may be determined by this review.

Finalizing Enrollment
MVCS may enroll up to 500 students annually per its contract with School District #51. The Director and the MVCS Board of Directors will collaborate to define the enrollment limit for the next school year prior to the April Intent to Enroll Form deadline.

On the first school day in April, currently-enrolled students with an Intent to Enroll form will be enrolled for the following school year. If space allows, all siblings of these students requesting enrollment will also be enrolled.

Once remaining space has been determined, waitlist students whose parents have attended an overview meeting and remain interested in enrolling will be enrolled for the following school year. These families will be notified of their student's enrollment or—if space does not allow for their enrollment—will be notified that they will remain on the waitlist. The waitlist will continue to roll until it is closed for the school year.

Provisional Enrollment
Because MVCS's unique educational model is not a good fit for all students and their parent(s), students with parents new to MVCS, those who ended the previous year with an Improvement Plan, those with a radically different schooling plan than used the previous year, and those who were previously exited from MVCS will be provisionally enrolled during their first quarter. The goal of provisional enrollment is to help set up students and their parent(s) for success at MVCS by the end of the first quarter or to have the student return to his or her neighborhood school with minimal disruption to the student's overall education. Students with provision enrollment have the following stipulations:

- The Academic Advisor may require that the parent(s)/guardian(s) meet twice (rather than once) per month or as frequently as deemed necessary.
- The Academic Advisor may require specific components for the curriculum, including that it provides teaching instruction, pacing, and/or online access.
- Failure to log hours, complete a Weekly Progress Report, provide required number of hours of direct instruction, or bring required work to a meeting will receive two warnings, with an automatic exit on the third instance.

Closing the Waitlist
Enrollment closes five business days before the first day of the October Count Window. Students remaining on the waitlist at that time form the beginning of the waitlist for the following school year.