

## AHS Enrollment Policy<sup>1</sup>

### *Enrollment Policy*

Animas High School will recruit students in a manner that ensures equal access to the school and does not discriminate against students of a particular race, color, national origin, religion, language of origin, sexual orientation, or gender, or against students with disabilities.

Registration is only open for students who are eligible for matriculation, grades 9th-11th, in the following school year.

Animas High School endeavors to accommodate all students who are interested in attending. To qualify for admission:

- The student and a parent or guardian must together attend one complete Animas High School information Session, phone orientation, or school tour. These sessions are held at a variety of convenient times. They will detail what the school expects of the student and his or her family as well as what the student and family should expect of the school.
- A parent or guardian must complete and return a simple, non-discriminatory registration packet by a published deadline ending the open enrollment period.
- The student and a parent or guardian must sign a statement that they agree to abide by all policies and procedures set forth in the student handbook.
- A student seeking admission for the following year to Animas High School must be successfully promoted from their prior grade.

If the school receives more applications for enrollment than it has spaces available, priority for enrollment shall be assigned in the following order:

1. Siblings of returning, existing students, or alumni of Animas High School in good standing.
2. Children of employees<sup>2</sup>, Board members<sup>3</sup>, or founders<sup>4</sup> of Animas High School, not to exceed 20% annually.
3. All other students permitted by law.

Animas High School will hold a lottery in order to identify admitted students and prioritize the waiting list. The lottery will be held on March 1<sup>st</sup>.

After capacity has been reached for the each grade, names shall be randomly placed in a grade level waiting list. As space becomes available, Animas High School will notify applicants that they have the option of enrolling at the school. The letter will give the

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<sup>1</sup> This policy supersedes any of our previous enrollment policies.

<sup>2</sup> Employees are defined as full- or part-time faculty or staff at Animas High School. Temporary employees, such as substitute teachers, are not considered employees for purposes of priority enrollment.

<sup>3</sup> Past or present board members who have been duly elected and served in that capacity in good faith.

<sup>4</sup> Founders include members of the steering committee, and others who have donated a minimum of 100 hours of service prior to the opening date of the school.

applicant at least five full business days from receipt of the letter to notify the Head of School or Registrar, verbally or in writing, of the applicant's intentions. In the absence of an affirmative and timely response by phone or letter, the school will eliminate the applicant from the list and proceed to notify the next applicant from the waiting list. Students will be admitted off the waiting list only until Pupil Count Day of each year, in order to ensure that all graduates of Animas High School have experienced the full value of the school's academic program. All waiting lists expire annually at the end of the school's formal academic year, or as otherwise determined by the Board.

### **January Enrollment Addendum**

Animas High School recognizes that students may choose to change schools mid-year. We endeavor to continue our fair and equitable enrollment process through our second semester enrollment which opens after Pupil Count Day and concludes at the end of first semester. If a student completes an intent to enroll after the conclusion of first semester they will have to wait until the following year to be considered for enrollment.

Registration is only open for students who are eligible for matriculation, grades 9th-11th, in the current school year.

Animas High School endeavors to accommodate all students who are interested in attending. To qualify for admission:

- The student and a parent or guardian must together attend one complete Animas High School Information Session, phone orientation, or school tour. These sessions are held at a variety of convenient times. They will detail what the school expects of the student and his or her family as well as what the student and family should expect of the school.
- A parent or guardian must complete and return a simple, non-discriminatory registration packet<sup>5</sup> by the end of first semester, ending the open enrollment period.
- The student and a parent or guardian must sign a statement that they agree to abide by all policies and procedures set forth in the student handbook.

If the school receives more applications for enrollment than it has spaces available priority for admissions shall be assigned in the following order<sup>6</sup>:

1. Students returning at semester from an exchange program
2. Siblings of returning or existing students of Animas High School in good standing.

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<sup>5</sup> Registration packets include registration form, immunizations, IEP/504 paperwork, official transcript, medical forms, birth certificate, records request form, and our technology fee. All of this is attached to the registration packet.

<sup>6</sup> AHS will set our second semester enrollment to the less of two options: 6% increase of our Pupil Count Day or our board set lottery limit/capacity.

3. Children of employees<sup>7</sup>, Board members<sup>8</sup>, or founders<sup>9</sup> of Animas High School, not to exceed 20% annually.
4. First come first serve basis<sup>10</sup>.
5. All other students permitted by law.

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<sup>7</sup>Employees are defined as full- or part-time faculty or staff at Animas High School. Temporary employees, such as substitute teachers, are not considered employees for purposes of priority enrollment.

<sup>8</sup>Past or present board members who have been duly elected and served in that capacity in good faith.

<sup>9</sup> Founders include members of the steering committee, and others who have donated a minimum of 100 hours of service prior to the opening date of the school.

<sup>10</sup> Your order is determined based upon when a completed registration packet is turned into AHS.