

Lottery Policy & Enrollment

Enrollment Procedures Compliant with A.R.S. §15-184

Colearn Academy will be accepting applications for students entering Kindergarten through ninth grade for the 2021-2022 school year beginning January 18, 2021. Interested families who wish to enroll their children must complete an Application Form, available online at www.colearnacademy.org, by 3 pm on February 19, 2021.

Open enrollment window

- Begins January 18, 2021
- Concludes February 19, 2021 at 3 pm

If there are more applications submitted than seats available in any grade level, a lottery will take place around February 22. All applications submitted on time via our online application will be entered into the lottery. The lottery will be a blind, random, computer generated process by incoming grade level. Preference in the lottery will be given to the following categories of students:

- Siblings of already-enrolled students,
- Returning students, and the
- Children/grandchildren or legal wards of any of the following:
 - Employees (not contractors) of the school or charter holder
 - Members of the governing body of the school
 - Directors, officers, partners or board members of the charter holder.

If a student is selected through the lottery, the parent or guardian will have 6 business days to complete the full enrollment packet via Colearn Academy's online portal (Link to portal is sent in the same email notifying the parent that the student was selected via the Lottery). If a complete enrollment packet is not received by the deadline (6 business days from the date of the notification email), the student's enrollment offer will be withdrawn and offered to the next student on the waiting list.

Any student not selected through the lottery will be placed on the waitlist. At any time when an opening becomes available at the correct grade level for the student, the school will immediately utilize the waitlist and offer that open seat to those on the waitlist in order from the top until a family accepts and the seat is filled.

If a lottery is not needed at the end of the open enrollment period, Colearn Academy will continue to enroll students on a first come, first served basis until all grade levels are full.

In compliance with ARS 15-184, Colearn Academy shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

FAQs

Q: After the Enrollment Paperwork is submitted, what comes next?

Once the enrollment packet is completed by the parent or guardian, the student will be provided a “Strengths-finder” or “Learning Preferences” assessment (or similar) and a brief online questionnaire to fill out. The student “Strengths-finder” assessment and online questionnaire are not required to be completed within the six day window (but is an expectation of enrollment).

For younger students (Kindergarten through grade 3), the parent will complete or help the student complete a “Learning Preferences” assessment and the online questionnaire.

The parent or guardian of the enrolled student will be contacted by a Colearn Academy staff member (a counselor, the Director of Engagement, the Executive Director, or other appropriate school representative) to set up a virtual Onboarding Appointment.

Q: What happens during the virtual Onboarding Appointment

Once the application forms, enrollment documentation, and student Strengths-finder or Learning Preferences assessments are submitted, the parent/guardian and student will meet via a live video conference with Colearn Academy Arizona staff. All newly enrolled families (a parent / guardian of the student and the student) are required to attend this virtual Onboarding Appointment.

During this appointment, the following will be addressed:

- Results of student “Learning Preferences” or “Strengths-finder” assessment is shared. Students will be provided with their Top 5 Strengths/talents/career interests, as well as their aptitudes for online and project-based learning. Parents and students can ask questions of school staff to fully understand what kind of challenges and benefits Colearn Academy Arizona may bring, and if it’s the right fit for them.
- Explanation of the Course Mentor contract, expectations, and stipend. Parents/guardians may opt to become their student’s Course Mentor, or they may issue that responsibility to someone else who is deeply committed to their child’s success. Professional learning and support opportunities for parents will be clarified, as well as expectations and responsibilities of the Course Mentor. Course Mentors are paid as independent contractors, and as required by law, shall be fingerprinted and pass a background check. Fingerprinting costs are the responsibility of the individual who will fulfill the Course Mentor job role.
- Explanation of the Colearn Academy Arizona Technology Use Policy

- Explanation of the parent spending stipends to purchase targeted curriculum, classes, and enrichment resources from CLA's approved Partner list to support student learning.
- Explanation of student responsibilities for proper care and use of school-issued MacBook Air or iPad.
- Explanation of State Testing mandates and how testing is coordinated at Colearn Academy Arizona.

Q: What kind of information is collected as part of the online APPLICATION Form?

The online application requires parents/guardians to create an online account (generally requires an email address, the parent first and last name, and a password). The online form requires answers to the following questions:

- Student Information
 - Name
 - Address
 - County of residence
 - Previous school attended, if applicable
 - Entering grade level
 - Birthdate
 - Student Ethnic and Race Identification
 - Prior or existing IEP
 - Prior or existing 504
 - Prior expulsions, suspensions over 10 days
 - Other: wards of court, pregnant/parenting, if applicable
- Family Information
 - Parent / guardian names
 - Parent residential addresses and mailing addresses
 - PHLOTE Home Language Survey
 - Emergency contact information
 - Parent education levels
- Parent / Guardian Signatures (digital)

Q: What documentation is collected during the 6-day ENROLLMENT PROCESS (after the Lottery)?

Parent/guardian uploads the following documents:

- Student Proof of Birth (birth certificate or passport) or other reliable proof (i.e. baptismal certificate, social security card application, original school record) per ARS §15-828
- Proof of student immunizations or Immunization Waiver
- Proof of Residency Agreement per A.R.S. § 15-802. Proof of Arizona residency gathered will reflect the parent, guardian or adult student's name, current address, and bear a recent date. Colearn Academy Arizona will accept as proof of residence **any ONE of the following (with all social security number blacked out):**

- Valid Arizona driver's license, Arizona identification card, or motor vehicle registration
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Dept. of Economic Security)
- Real estate deed or mortgage documents
- Property tax bill
- Residential rental / lease agreement (a month to month lease will require the parent to show proof of payment every month)
- Current water, gas, electric, cable or landline phone bill
- Bank or credit card statement (with account numbers blacked out)
- W-2 wage statement from previous year
- Payroll stub
- State of Arizona Affidavit of Shared Residence if applicable
- McKinney-Vento Eligibility Questionnaire
- Emergency Medical Card
- Emergency Release Card
- Income Guidelines to Determine ESEA Eligible Students
- Intended Full-Time Equivalency Enrollment Statement (AOI)
- Family Educational Rights and Privacy Act (FERPA) Annual Notification
- Legal Guardianship paperwork if applicable
- Hearing / Vision screening permission

As part of the Enrollment Process, the student completes two assessments online

- Colearn Academy Arizona Enrollment Questionnaire
- Student Strengths-Finder (or similar) or Learning Preferences assessment

(These two student assessments are not mandatory within the 6 days, but students are strongly encouraged to complete them ASAP).

Q: What other documentation does the school require as part of the Admissions process?

Documentation collected once a student is admitted to the school:

- Withdrawal Form from Previous School if applicable
- Legal Guardian or Custody Papers
- High School Transcript if applicable
- Special Education Records if applicable
- Authorization for Release and Request of Student Records
- Colearn Academy Arizona Technology Use Policy - signed by parent / guardian, course mentor, and student
- Colearn Academy Arizona Media Release Policy - opt-out form
- Colearn Academy Arizona Course Mentor contract and agreement