Raices Del Saber Xinachtli Student Enrollment Process

Family Outreach & Recruitment

Open Enrollment Period

Starting January Through March 31st.

Announced via flyers, brochures, website, and at events.

Student Enrollment

Applications Collected

Parent completes Lottery Application.

Eligible students are confirmed and given a #.

Eligibility criteria: grade level, NM residency status.

Parents of ineligible students will be sent a letter via email or mail explaining why students are ineligible. These students will not be given a number.

Database

Enrollment period ends and applicant pool is confirmed (all lottery applications have been collected and entered into a database, with coding for sibling, grade level).

Lottery/Waitlist

On March 31st, Lottery is conducted if more applicants than seats. Numbers are placed into a hat and randomly drawn. The first 20 students in each grade are eligible to enroll and remaining applicants are added to a waitlist in the order drawn, and by grade level.

No Lottery Drawing if <u>More Seats than Applicants</u>. All students in the database will be offered enrollment.

If parents do not respond within 14 days and a lottery was conducted, OR if parents decline enrollment, the seat will be forfeited. The next student on the waitlist will be offered enrollment.

Another enrollment period will open, if necessary, until all seats are filled.

Student Registration

Confirmation

All parents of students who will be offered enrollment are called first, then emailed a notification of contingent enrollment. Parents will be asked to confirm or decline enrollment in writing (email is ok).

If parent confirms enrollment, registration packet is given to parent and completed within 14 days.

If parents cannot be reached via phone and do not respond to email and a <u>lottery was not</u> conducted, additional attempts will be made to contact them for 14 days.

Student Registration

Parents will complete or provide paperwork that includes:

- Withdrawal slip from previous school
- Student Transcripts and Assessment results
- Emergency contacts
- Health Insurance
- Lunch Forms
- Proof of NM residency
- Immunization records
- Release of information authorization
- IEP or 504 plans
- Language Usage Survey
- Student transportation
- Birth certificate

School may conduct a home visit to assist parents with paperwork, to get to know families and students and to provide additional information about the school.

Approved 1/10/2022