



Enrollment Procedures/Timelines Revised 1 August 2021

We believe there is a demand for more choices in the target area. Coperni 2 will provide a personalized learning methodology that will appeal to students who want a more individualized education. Our extended hours (6:30 a.m. to 6:00 p.m.) will also be attractive to many families.

Still, we realize that we will have to work hard at enrollment in order to start with 350 students. We will use our website, advertise on local radio, use social media, and hold small community meetings to inform people about our school and build support in the community. We will also use these media to inform people about the enrollment process and lottery. Our marketing campaign will begin as soon as we receive authorization.

Significantly, we will hire two people who have close connections with the communities, especially in our target area, to help us advertise and recruit students and families. They will also help us hold local meetings and focus groups to inform the community about Coperni 2 for the purposes of recruitment and enrollment.

We will be particularly sensitive to the needs of our families with English Language Learners. Much of our communications will also be translated into Spanish. We will reach out to other community leaders who will be able to help us communicate with diverse families whose first language is neither English nor Spanish.

We also would like to collaborate with CSI to ensure there is good two-way communication.

Enrollment Process

Enrollment Timeline*	
Registration forms available on website	January 18, 2022
Last day to register in order to participate in lottery	March 15, 2022
Enrollment lottery	March 29, 2022
Notification of acceptance or notice of waitlist	March 31, 2022
Parent decision to enroll student	April 9, 2022
Students accepted off waitlist	April 16, 2022
First day of school	TBD

* Similar timelines will be reflected in subsequent years, with exact dates posted on our website.

Coperni 2 is an open enrollment school. Enrollment is available to all students without regard to race, creed, color, sex, national origin, religion, sexual orientation, ancestry, disability, socio-economic status or other protected category. Coperni 2 also does not screen on academic ability.

If the number of applications received by March 15, 2022 exceeds the number of spots available (40 students per grade – K through 7), a random public lottery will be used to determine who will be able to attend Coperni 2. We will advertise the public lottery via email of all applicants, our website, and social media. The lottery will be publicly advertised and take place at the school site or another public space (if the site is not accessible due to renovations) on March 29, 2022. Student names for the lottery will be associated with a specific number on a lottery ball. The balls will be placed in a lottery ball cage. One of our board members or member of the school leadership team will draw the balls from the cage. A family is not required to attend the lottery to earn a seat.

All students of eligible age (no younger than 5 by October 1, 2022) and who have submitted a complete application by the March 15, 2022 deadline will be eligible for the public lottery. This process will be managed by the Principal of Coperni 2.

Priority Enrollment

The following students will be granted priority enrollment:

- **Siblings of currently enrolled students or of students who receive a spot through the lottery.** Siblings are defined as children whose primary guardian(s) is also the primary guardian(s) of other children already enrolled in Coperni 2. Guardian in this instance is defined as one who has custody of the children at least 50% of the time. Children may include half-siblings, step-siblings, adopted siblings, cousins, nieces or nephews who are being cared for as primary dependents.

If a child is drawn for an enrollment spot at Coperni 2, their siblings will be automatically granted enrollment if there is space available in their grade level. The school will ensure families are aware that sibling slots are not guaranteed and dependent on space available. In future years, siblings of currently enrolled students will not have to participate in the lottery and will be automatically granted a seat if there is space at their grade level.

- **Children of Coperni 2 employees.** Children of Coperni 2 employees who work at least half-time will be exempt from the lottery. An employee is a person who has a signed employee agreement or contract with Coperni 2. There will be a limit of 10% on the percentage of students to be enrolled as children of staff members. However, we expect this percentage to be less than 3%.
- **Disadvantaged students.** No other student will be given priority admission. We are specifically targeting the students east of downtown Colorado Springs for enrollment. Since the percentage of disadvantaged students in this area is higher than the rest of the district, we believe that it is not necessary to provide weights for disadvantaged students at this time, as the overwhelming majority of our students will be disadvantaged. Should the percentage of applicants by grade who are eligible for free or reduced lunch fall below 70%, the school will weight each FRL student by a factor of 2 in future drawings.

Waitlists

Once 40 students have been selected by lottery for a particular grade, the remaining eligible students at that grade will be placed on a waitlist by order in which their names were drawn during the lottery. As spots open up, students will be selected from the waitlists in the following order:

1. Sibling waitlist. Siblings of enrolled students who were not given a seat due to lack of space at their grade level will be selected from the waitlist first.
2. Enrollment waitlist. Students who were waitlisted in the lottery will be selected from the waitlist in the order in which they were drawn.

Waitlists will be maintained and will apply for the duration of one school year. New families who want to enroll in the school the following year, must apply and enter a lottery for the following year.

Notification of Receipt of Application

Families will be notified by email of the receipt of their application within three business days of submitting the completed application. After the lottery and within 48 hours, families will be notified of selection and be asked to enroll. If the child did not receive a seat, the family will be notified as to their position on the waitlist.

Families of selected students will have until April 9, 2022 (or three weeks after the lottery in subsequent years) to accept the seat in Coperni 2. If they select to enroll their student, Coperni 2 will let them know that they are in receipt of their acceptance.

Yearly Affirmation of Reenrollment

Families with Coperni 2 students will have to notify intent to continue in the school in the subsequent year by March 15 (or the closest date if a weekend). We will send out an intent to return form via email or mail by the first week of March. If a family does not make this commitment, they will automatically be placed on the waitlist without priority status. For purposes of reenrollment, if a family has more than one student, each student will be treated individually. This means that the parent must commit to reenroll each student. Should the parent only reenroll one student, for example, the other siblings will be placed on a waitlist and will not receive priority placement.

Withdrawal Policy

Each family that selects to withdraw a student from the school will be asked to complete a withdrawal packet, including a questionnaire regarding reasons for withdrawal, a release form for pertinent academic records and legal documents (IEPs, etc.), and contact information for the receiving school.

Transfer Policy

Families transferring to Coperni 2 mid-year will submit and sign transfer paperwork and meet with the Principal or Assistant Principal before the student begins at Coperni 2. The Principal will collaborate with the parents to determine the most appropriate start date. Coperni 2 will request academic records, including IEPs or 504s, from the student's previous school and families will sign a Release of Information to ensure the school is able to obtain all records.

Coperni 2 will provide all students with their final academic report upon transferring from the school to ensure that the receiving school has the most up-to-date and accurate assessment of the student's academic performance. The receiving school and parents will also receive an assessment of progress on the Student Learning Plan and suggestions on how to continue to support academic progress for the student. The Office Manager will oversee this process and oversee the proper release of information, procuring and providing information from and to schools, and ensuring compliance with HIPPA and FOIA.

All students who transfer into Coperni 2 will participate in baseline reading and math assessments to determine placement and specific student needs related to proficiency in reading and math. Teachers will develop a Student Learning Plan within two weeks of the day the student starts at Coperni 2.