



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Waitlist
Policy Number:	JFB-TCA
Original Date:	5/6/2005
Last Reviewed:	1/11/2022
Category:	Students
Author:	Registrar
Approval:	Director of Academic Services

INTRODUCTION

The Classical Academy Registrar’s office maintains first come, first served waitlists for the purpose of enrollment order entry. Placement on these lists is completed via the TCA website by submitting a Waitlist Application for each potential student and applicable program. Once a child is placed on the waitlist, that child remains on the waitlist until an offer is received, a parent requests removal from the waitlist, or the student has reached the last grade available on the waitlist.

WAITLIST PROCEDURES

Students may be placed on the following separate waitlists:

- ❖ Traditional Program (K-10)
- ❖ Non-Traditional Programs (K-12 Cottage School Program and College Pathways)

If a seat is offered to a student *prior to the start of classes*, the student must accept and enroll or decline and be removed from the waitlist. If a seat is offered to a student *after the start of classes*, the student may accept and enroll, may elect to roll over to the following school year’s waitlist, or may decline and be removed from the waitlist. If a student declines and is removed from the active waitlist, they must submit a new Waitlist Application in order to be considered for future enrollment. A student’s decision on one program’s waitlist will not affect that student’s standing on another program’s waitlist.

Students who do not receive an offer for the academic year requested will be automatically rolled to the waitlist for the next grade level and academic year.

Traditional Program Waitlist

The Traditional Program Waitlist is for K-10th grade. No students are accepted at the 11th and 12th grade, and there are no waitlists for these grades. If a child has not received an offer by 10th grade, they are automatically removed from the TCA waitlist.

Non-Traditional Programs Waitlist (*Cottage School Program and College Pathways*)

The Non-Traditional Programs Waitlist for the Cottage School Program and College Pathways is for K-12th grade. Children in K-6 are waitlisted for the Cottage School Program and 7-12th grade are waitlisted for College Pathways. For 12th grade, only current TCA traditional program students and staff children may waitlist. All other applicants who do not receive an offer by 11th grade are automatically removed from the College Pathways’ waitlist.

Waitlist Applications for 11th and 12th grade must be received by April 20th for the next upcoming academic year to ensure appropriate scheduling can be completed. If the application is received after April 20th, the student will be automatically waitlisted for the next grade level and academic year.

Military Children

TCA will allow an inbound active-duty military member to use the school liaison office address for the military installation to which the inbound active-duty military member is or will be assigned in order to waitlist for TCA. For the child of an inbound active-duty military member, no additional documentation of their state address will be required to apply. TCA also grants sibling priority preference for the siblings of the child of an inbound active-duty military member who is enrolled for purposes of waitlisting and enrolling.

Waitlist Priority Statuses

Students are waitlisted based on the criteria below with Academy School District 20 (ASD20) students prioritized in each category above the non-ASD20 students:

1. Staff students
2. Legacy students
3. Siblings of enrolled students
4. Current students enrolled in a different TCA program
5. Previously enrolled students
6. All other applicants

Category Definitions:

1. Students of qualifying staff members (*See JFB-T-TCA: Teacher/Classified Staff Child Priority Status*)
2. Students previously enrolled who withdrew from TCA full time, moved out of El Paso County and were only withdrawn for one school year. Additional restrictions apply based on how long the student attended TCA (*See JFB-L-TCA: Legacy Priority Status*)
3. Students with siblings who are enrolled or have completed the enrollment process in the same program (*See JFB-S-TCA: Sibling Priority Status*)
4. Students currently enrolled in a different TCA program
5. Students who were enrolled at least through an October Count before withdrawing

Students are then waitlisted based on priority, D20 residency within that priority group, and finally by date the waitlist application was received.

This policy replaces ASD20 policies JFB and JFB-R.

Legal References

- C.R.S. § 22-32-110(1), (m)
- C.R.S. § 22-33-103
- C.R.S. § 22-33-106
- C.R.S. § 22-36-101 et seq.
- C.R.S. 22-36-107 (inbound active duty military families)

Cross References

JFB-S-TCA: Sibling Priority Status
JFB-L-TCA: Legacy Priority Status
JFB-T-TCA: Teacher/Classified Staff Child Priority Status
JFAA-TCA: District 20 Residency Priority Status
JG-TCA: Enrollment and Placement

Policy Revision History

<i>Date</i>	<i>Revision Details</i>	<i>Revised By</i>
5/6/2005	Creation of policy	Registrar
3/18/2013	Reformatted policy into new template. Completed annual review.	Registrar
3/14/2014	Completed annual review. Changed "Letter of Intent" to "Wait List Application." Changed "homeschool to "cottage school." Changed "full time" to "traditional."	Registrar
5/15/2019	Update to reflect current processes and add CP deadlines. Remove CSP rising 7 th graders and founding family priority categories.	Registrar
5/18/2021	Removed references to Cottage School 7-8 grades. Updated approval department.	Registrar
1/11/2022	Added CRS 22-36-107, children of inbound active duty military families. Updated sibling category definition.	Registrar