

Cien Aguas International School
Admissions Policy
Revised: February 13, 2012

Applications Available: 8:30a.m on the Second Monday of March

Application Deadline: 4:00p.m on the Last Friday of April

Lottery Drawing: 4:00p.m on the Second Thursday of May

I. Free Public Charter School

Cien Aguas International School is a public charter school funded by the state of New Mexico. It does not charge tuition or have admission requirements.

II. Instructional Program

Cien Aguas International School is a dual language school with high-level instruction in both Spanish and English. Because of this, any students wishing to enroll in **second grade and above** will be better prepared for school success if they already have a working knowledge of both languages. At Cien Aguas, 90% of the day in kindergarten, 80% of the day in first grade, 66% of the day in second and third grade, and 50% of the day in fourth through eighth grades will be conducted entirely in Spanish.

III. Procedures:

Enrollment Applications are available at 8:30a.m on the second Monday of March of the current school year at www.CienAguas.org or the front office of Cien Aguas International School located at 3501 Campus Blvd. NE. All applications must either be completed online at our website or hand delivered to our office. If parents/guardians need assistance completing the form in English or Spanish, they should call the school at 505-255-0001.

When an application is received the child's name and information are logged in a lottery database by the grade indicated on the application. Receipts are provided in person for hand delivered applications and email receipts are sent when an online application is submitted. It is the parent's/guardian's responsibility to verify that all information on the application is correct and legible. Any errors in contact information, incorrect grade level, or date of birth can result in a student not being placed into the lottery or enrolled (if drawn in the lottery).

The Application Deadline is 4:00p.m on the last Friday of April of the current school year. All valid applications must be time/date stamped online or received in the front office by the deadline. No exceptions will be made for late submissions.

After the enrollment window has closed, parents/guardians can review the names of all students who will be participating in the lottery for each grade level. Three days

before the lottery (Monday of the lottery week), parents/guardians should review the list posted in the front office of the school or call to verify that their child's name is listed. It is the parent's/guardian's responsibility to verify that their child is included. If for some reason it is found that a child is not on the list even though an application was submitted, the receipt will serve as verification that a child should be included. The school should be notified immediately in order to further investigate and correct the situation. Once the lottery has started, no more reviews or corrections to the list will be made.

Immediately before the lottery drawing if there are enough spaces at a given grade level, all applicants will be admitted. If there are more applicants than spaces available, admission will be determined through the lottery.

The lottery drawing will be held on the second Thursday of May of the current school year at 4:00 P.M. at Cien Aguas International School in a room to be determined. Attendance is optional and does not affect a child's chance of being drawn. Lottery proceedings are open to the public.

Student names for a given grade level will be drawn one by one starting with the lowest grade requiring a lottery. The first name pulled will be assigned number one, the second name will be number two, and so on until every name is assigned a number. The number drawn refers to the child's place on the waiting list.

Lottery results are posted the morning after the drawing at the front office of the school. Parents who are unable to view the list in person may call the office to find out what number their child's name was drawn. We do not mail results. The number next to a child's name refers to his/her place on a waiting list. Even if a child draws a low lottery number, a space is not guaranteed until there is an official opening in that grade and the parent/guardian has been contacted by the school to officially offer the child a place. It is the parent's/guardian's responsibility to ensure that contact information provided on the application is correct and legible. If we are unable to reach the parent/guardian within the allotted time, the space will be forfeited to the next person on the list.

Siblings of **current** Cien Aguas students are offered places ahead of student #1 in each grade provided that there is space at the desired grade level (see Admissions Rule for Siblings of Current Students below). If a grade level is at its determined capacity, the siblings will be put on the waiting list ahead of other applicants, in an order determined by a separate sibling order drawing. After siblings are placed, school officials will begin calling parents/guardians in order to officially offer a place to children on the waiting list. It is the parent's/guardian's responsibility to ensure that contact information is correct and legible. Students whose numbers are too high to allow them admittance will be kept on a waiting list in the order of their numbers.

After a student is selected in the lottery parents/guardians must pick up and return completed enrollment/registration forms within one week (by 4 P.M. on the third

Thursday of May of the current school year). A selected student whose enrollment forms are not received in the school office by this date and time will forfeit his/her spot to the next student on the waiting list.

Offering to students on the waiting list

When offering a position to students on the waiting list the parent/guardian will have 48 hours to respond to our offer up until 1 week before the official start of classes. After that time, parents/guardians will have 24 hours to respond. If no response is given, the space will be forfeited to the next person on the list. If accepted, a completed registration packet must be received within 72 hours of accepting or the space up until 1 week before the official start of classes. After that time, parents/guardians will have 48 hours to respond. If parents/guardians fail to respond within the allotted time, the position will be forfeited to the next person on the list.

On the first day of school (August of the year student is accepted) school officials will attempt to contact the parents/guardians of any child who did not attend. If the contact information provided is invalid or the child is not in attendance by day three, the position will immediately be forfeited and offered to the next student on the waiting list.

IV. Admissions Rule for Siblings of Current Students

New Mexico statute 22-8B-4.1 describes the enrollment procedures for admitting students to charter schools in their second year and beyond as being able to give preference to:

- (1) students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades; and
- (2) siblings of students already admitted to or attending the same charter school.

Our school gives priority to siblings of current students ahead of number one in the lottery in each grade. However, like all prospective students, the application must be received by the same deadline.

Verification of sibling relationship is required. A sibling is defined as a brother or sister living in the same household who have one or both parents in common, a half or step sibling, or a foster child or child under legal guardianship of parent(s) of a student who is currently attending Cien Aguas. Birth certificate or documentation of legal guardianship must show the relation between the student and parent/guardian.