



## **Traut Core Knowledge School Waiting List Policy**

Approved on June 3, 1999

*(This policy supercedes and replaces the Enrollment Procedures Policy approved Feb. 1, 1994, the Waiting List Policy approved November 5, 1998 and the Student Leave of Absence Policy approved March 5, 1996.)*

--Please note that wherever this policy differs with PSD JFBA policy, JFBA supersedes this policy (September 26, 2005). Link to the PSD JFBA Waitlist Policy:  
<http://www.psdschools.org/psdinfo/leadership/superintendent/policies.aspx?policyid=392>

### **Application to the Waiting List**

In order to ensure that those who are on our waiting list are well informed and able to make a decision when offered a position, application for the waiting list will be available only at Parent Orientation meetings. We encourage all families to carefully review our school covenant and charter, and to place their children on our waiting list if they value our vision, mission, philosophy, and program. Names will not be taken over the phone or without attending an orientation meeting.

### **Kindergarten Application to the Waiting List**

Children may be placed on the waiting list after September 15 of the year prior to their kindergarten enrollment. Applications received between September 15 and thirty days prior to kindergarten enrollment will be randomly selected for positions on the kindergarten waiting list.

### **Transition from Current Policy**

All children on the existing waiting list as of April 26, 1999 will retain their position.

### **Order of the Waiting List**

The waiting list will be operated on a first come, first served basis. In accordance with Poudre School District's alternative schools policy, open positions in alternative programs must be equally available to all students within the district. Student selection must be based on equitable and fair district-wide criteria and ensure that there is equal access for all students regardless of race, color, religion, gender, national origin, or

disability. Students who have special education needs will be admitted subject to the district agreeing to provide for their needs at our site. Parents of applicants may be informed of their position on the applicable waiting list (i.e. sibling or non-sibling).



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### **Siblings of Core Knowledge Students**

We strongly support keeping families together in one school. Priority will be given to enrolling siblings of currently enrolled students. They will be placed on the sibling waiting list according to the enrollment date of their sibling. It is the responsibility of the parents to notify TCKS and PSD at the time of new student application if there is a sibling already enrolled at TCKS.

### **Children of School Staff Members**

Children of school staff members will receive priority in enrollment before the general waiting list but after any siblings who are waiting.

### **Offering Available Positions**

As positions in the school become available, they will be offered to students on the sibling waiting list, and then to students on the general waiting list. If TCKS/PSD is unable to make contact with the persons on the waiting lists, those names will be deleted.

### **Declining an Offered Position**

Parents will have 48 hours to decide whether to accept a position after it has been offered. If extenuating circumstances justify additional time for a family to make a decision, that additional time may be granted by agreement with TCKS/PSD when the offer is made. The names of students on the general or sibling waiting list will be removed when an offered position is declined. Parents may reapply for a position in the school by attending a parent orientation meeting and completing a school of choice application in order to be placed on the waiting list for future openings.