

Admission of Students

1. Each parent desiring to enroll his or her child in Flagstaff must sign an “intent to enroll” form and deliver it to the enrollment coordinator. Parents need not submit intent to enroll forms for students already attending the School.

2. If there are more students whose parents wish to enroll them in Flagstaff than there are class spaces available, students shall be enrolled on the basis of the following criteria:
 - (a) The first preference is for students presently attending Flagstaff. Students will be allowed to re-enroll for the following school year. Parents must affirm their desire to re-enroll their child(ren) each spring by the date published.

 - (b) The second preference is for siblings of children already enrolled, with the exception of any sibling who previously declined enrollment, or has withdrawn from the waiting list or Flagstaff. Any sibling offered a position prior to October 1, must enroll or forfeit their position and be placed in the general lottery. If offered a position after October 1, the sibling may decline to enroll, yet retain their sibling preference for the following school year. However, an enrollment position is not guaranteed to be available the following school year.

 - (c) The third preference is for the children of the founders of Flagstaff.

 - (d) The fourth preference is for children of all full and part-time Flagstaff staff members. Employees having completed 5 years of continuous service may maintain their staff preference, for student enrollment, provided that their termination of employment is voluntary.

 - (e) The fifth preference is applies only to children going into kindergarten. Any child who was enrolled in the Flagstaff preschool program and actually attended the program for the majority of the previous school year, shall have a preference for admission into kindergarten the following year.

 - (f) If spaces remain after all the foregoing preferences have been used, all students who reside in St. Vrain School District shall be placed in a pool and those selected in the annual lottery shall be admitted.

 - (g) If spaces remain after all in-district students on the waiting list have been enrolled, all out-of-district students shall be placed in a pool and those selected in the annual lottery shall be admitted.

3. The annual lottery shall take place on _____ of each year.