

Flagstaff Academy Charter School
Admission of Students
Kindergarten – 8th Grade

1. Each parent desiring to enroll his or her child in Flagstaff must sign “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. Registration dates:
 - a. December 1st: Open enrollment begins for following school year, waitlists initiate.
 - b. January 31st: Open enrollment ends, waitlists are finalized
 - c. October 1st: enrollment ends, waitlists are purged.
3. If there are more students whose parents wish to enroll them in Flagstaff than there are class spaces available, students shall be based on 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for siblings of children already enrolled, with the exception of any sibling who previously declined enrollment, or has withdrawn from the waiting list or Flagstaff, based on first come, first served. Any sibling offered a position prior to October 1 must enroll or forfeit their position for that school year and be placed in the general waitlist. 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 founding families of Flagstaff based on first come, first served.
 - (d) The fourth preference is for children of all full and part-time Flagstaff staff members based on first come, first served. 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 applies only to children going into kindergarten. Any child who was enrolled in the Flagstaff preschool program at the end of open enrollment shall have a preference for admission into kindergarten the following year based on first come, first served.
4. If spaces remain after all the foregoing preferences have been used, all students who reside in the St. Vrain Valley School District shall be placed on the general waitlist and shall be admitted on a first come, first served basis.

(a) If spaces remain after all in-district students on the waiting list have been enrolled, all out-of-district students shall be placed on the general waitlist and shall be admitted on a first come, first served basis.

5. Flagstaff Academy shall not admit any new students after the Oct. 1st student count date.