

TISA LOTTERY ENROLLMENT 2017-2018

Enrollment Policy:

In accordance with the Charter School Act, any student, regardless of where he/she resides in New Mexico, may attend Taos Integrated School of the Arts (“TISA”). Taos Integrated School of the Arts’ enrollment policies prohibit discrimination on the basis of disability, race, creed, color, gender, national origin, religion, or need for special education services. As per NMSA Section 22-8B-4.1 NMSA 1978, enrollment at TISA will be governed by the following rules: Beginning in 2011-2012 TISA shall give enrollment 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 attending the same charter school.
- Enrollment Procedures/Application: If a parent or guardian (collectively referred to as “Parent”) wants to enroll his/her student at TISA, the parent must submit an enrollment application for each student during TISA’s enrollment period. A complete and timely enrollment application is required to ensure that the student will be included in any lottery that must take place when the number of students wanting to enroll exceeds the number of seats available at the school. If the number of students in a particular grade level wanting to enroll during the enrollment period does not exceed the number of seats available in that grade level, a lottery is not required, and students shall be enrolled on a first-come, first-served basis.

The enrollment application form will be posted on TISA’s website only for the time the enrollment period is open. Parents must fill out the enrollment application and mail or deliver it to the school. Upon receiving the enrollment application, a TISA representative will assign a number (see description below) to the application that will be used for enrollment and/or lottery purposes. The application deadline will be set and approved by the Governing Council, as will the date of the lottery. To receive help with the enrollment application process, please contact the school office.

Lottery Procedures:

All student applications are entered into a computerized program. On the day of the lottery drawing, the office manager and the director activate the program, which randomly assigns a number, beginning with one, to each application. The available slots for each grade level are then filled beginning with the number one. The remaining applications go onto a waiting list and as positions become available, the office administrator will contact the parent. A student may apply for one slot only. Students who submit multiple applications to apply for more than one slot will be removed from the lottery.

A student must apply using his/her legal name. Using an alias could result in a student’s disqualification from the lottery or disenrollment at a later date.

Waiting List Procedures:

Taos Integrated School of the Arts will open and advertise the enrollment and lottery each year in the spring for a limited period. If a waiting list is generated from the lottery draw, these students will remain on the waiting list until the end of the current school year. Students wishing

to enroll in TISA after the enrollment period will be added to the end of the existing waiting list.

Waiting lists do not transfer from year to year. TISA will not maintain a waiting list for students who wish to be admitted in future years.

- Students who are not initially selected for enrollment will be placed on the TISA waiting list according to grade.
- Separate waiting lists will be maintained for each grade.
- All children who apply for enrollment after the enrollment period will be added to the waiting list in the order in which their applications were received.
- If an applicant from the waiting list is offered a position and does not accept the position offered within the period required for acceptance, they will be dropped from the waiting list and the slot offered to the next applicant on the waiting list.

Confirmation of Acceptance

- Students must confirm, in writing, their acceptance of their admission by the date indicated on their notification of admission.
 - Students who do not properly confirm their acceptance by the date and time indicated will be dropped from the admission list and the slot offered to the next applicant on the waiting list.
 - Parents or guardians of the applicant are responsible for maintaining current information on the enrollment application and must notify TISA, in writing, of any change of address, telephone number, or other information necessary for TISA to contact the applicant. TISA is not responsible for maintaining any contact information.
 - If the school cannot contact an applicant to confirm acceptance or notify they are to be moved from the waiting list to the admission list, then the applicant will be dropped from the admissions list or waiting list.
- Number of Students
- The TISA Governing Council determines the number of students in each class or grade.
 - The number of students per class shall not exceed 20.
 - The minimum number of students shall be determined, after enrollment, by the TISA Governing Council.
 - A grade may have more than one class if the TISA Governing council determines the minimum number of students is not met in any other grade.

The TISA Governing Council, in accordance with the terms of their charter, shall determine total enrollment of the TISA.

Enrollment Policy

- The parent or legal guardian of the child or children who are applying for enrollment must make all applications for enrollment.
- Applications will be accepted for one grade only per child.
- Kindergartners must be five years old on or before September 1 of the current school year.
- Applications received after the enrollment deadline will be placed on the waiting list in the order in which they are received.
- If a parent enrolls his/her child after the first week of school, a meeting must be arranged with the Director prior to the student attending classes.

Information Required - Upon acceptance of enrollment, the parent or guardian will be required

to provide the following information prior to admission:

1. Original birth certificate, legal copy of birth certificate, or other legal proof of birth.
2. Current immunization/or Certificate of Religious/Conscientious Objection to Immunization and other health records.

Note: No child will be admitted without current immunization records and legal proof of birth.

3. Information release form authorizing TISA to share or request any and all records, information, or data determined by TISA to be relevant to the student's attendance at TISA.
4. Individual Education Plan (IEP) or other specialized education requirements.
5. Completed Home Language Survey, for students enrolling in school for the first time. If a transfer student, TISA is responsible for obtaining the Home Language Survey from the previous school. If after three attempts and no survey, TISA can issue a new Home Language Survey.