



Heritage Heights Academy Enrollment Policy & Forms:

Enrollment Policy

Heritage Heights Academy (HHA) includes kindergarten through eighth grade. Heritage Heights Academy is committed to the premise that its school population will represent the educational community of Arapahoe County in terms of gender, ethnicity, and economic status. Heritage Heights Academy has increased, and will continue to increase, educational opportunities for its students. Recruitment will be focused on maintaining a balanced and diverse student body. Admitted students may continue their enrollment from year to year.

Heritage Heights Academy will follow all state and federal laws prohibiting discrimination. The educational program of Heritage Heights Academy will be nonreligious and nonsectarian. Heritage Heights Academy will not discriminate in its enrollment on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services. No student will be denied admission because of academic performance. Heritage Heights Academy will comply with all applicable, approved policies and regulations and the requirements of federal and state law concerning the education of children with disabilities.

If a grade level is overenrolled, Heritage Heights Academy will use a lottery (i.e. random selection process) and then waiting list format for enrollment of all students who do not have priority status. Open Enrollment is open to any student who resides within the state of Colorado, subject to Heritage Heights' total enrollment limitations.

Heritage Heights Academy provides full and part-time kindergarten. Students who qualify for free and reduced lunch and desire to attend full time kindergarten qualify for a sliding fee or scholarship. Parents will need to inform the Registrar at the time of enrollment if this is their wish.

Each year, current Heritage Heights Academy students will submit an Intent to Return for the following school year during the month of December. New students' families will submit applications for their student(s) between the open enrollment dates of January 15th through January 31st. The open enrollment period will be announced through the communication procedures at Heritage Heights Academy for current students, as well as advertised in various forms for prospective students. The forms of communication are social media, weekly communiques, posting on the school website, posting flyers in public places, word of mouth, and hosting Open Houses at HHA for prospective students. By February 10th of each year, Heritage Heights Academy will first enroll students with priority status in each grade level, and then the school will determine the number of open slots in each grade level.

Priority Status

Priority status for enrollment will be given to students re-enrolling, the children of current staff members (on a first-come first-served basis, up to 20% of total enrollment), and siblings of currently enrolled students. For purposes of this policy a "staff member" is any individual formally employed by



Heritage Heights Academy who receives an I.R.S. Form W-2 from Heritage Heights Academy. Interested in-district students, meaning students who reside in Cherry Creek School District boundaries, will always be given enrollment priority and placed on any wait list ahead of out-of-district students.

Lottery and Enrollment Process

On or around February 10th of each year, a lottery will be conducted to determine the order of enrollment for students in the next school year for any grade level that is oversubscribed. After the first year, a waitlist created for each grade level that is oversubscribed will be carried over to the next year. Each student who applied to be included during the open enrollment period will be added in rank order to the list created by the lottery, except that in-district students will always be placed higher on the list than out of district students. The lottery list created each year will be added to the end of existing wait list from the previous year, except that in-district students will always be placed higher on the list than out of district students. Open slots in each grade level will be filled in the order in which a student's name is on the list, maintaining the rank order generated by each year's lottery for each group. Parents or guardians of students selected for enrollment will be notified of their student(s)'s selection by phone and email (if provided by parent/guardian) and will be given 24 hours from the date notifications are sent to confirm their continued interest in enrolling their student(s) in Heritage Heights Academy. If the parent/ guardian declines enrollment or fails to respond within the 24 hours, the next student on the list will be notified, until full enrollment is reached in that grade level. Once full enrollment is reached in each grade level, the lottery list will be converted into a waiting list, or added to the existing wait list. Families new to Heritage Heights Academy that are still on the waiting list will receive notification of their status with updates if their status changes.

Once a student is notified of their selection for enrollment, but prior to being officially enrolled, Cherry Creek School District paperwork and or procedures need to be completed by the first day of school. If a student fails to complete the needed paperwork and/or District procedures by the first day of school, Heritage Heights Academy may move the student to the end of the wait list and notify the next student in line from the waitlist for that slot. A beginning of the year packet consisting of items such as: General Field Trip Permission, Student Fee, and other documents required by Cherry Creek School District Schools or state needs to be completed by the first day of school.

We encourage parents/guardians to attend one of the parent orientations and/or a tour of the school to ensure that families are making the best choice for their student(s). Enrollment of students with special needs who are selected by the lottery will be done in accordance with Heritage Heights Academy's charter contract and applicable state and federal laws. Heritage Heights Academy reserves the right to grant an extension to the deadline to complete the registration packet, in its sole discretion.

Enrollment for any open slots or for a spot on the waitlist will be accepted through October 10th. After the lottery is completed, interested students will be added to the end of the waitlist in the order that they complete an enrollment form, except that in-district students will always be ahead of out of district students on the wait list.



Current students who miss the December deadline for re-enrollment, and cannot justify having missed the deadline, will be placed in the lottery as though they are a new student.

If a student does not show up or fails to complete the registration packet by the first day of school, Heritage Heights Academy will make an effort to contact the family to understand their intentions. If after two days the student still has not shown up for school, there is no communication from the family, or the registration packet is still incomplete, the slot may be offered to the next student on the waiting list, continuing this process until the slot is filled or the wait list is exhausted. Heritage Heights Academy will not accept any new students after October 10th due to its rigorous curriculum and school culture. The only exceptions to the October 10th deadline will be when grade level slots are available and 1) the student is from a new family moving to Colorado or 2) the student is a sibling of a current Heritage Heights Academy student. Use of these exceptions will only be with the approval of the school principal, at his or her sole discretion.

Other Enrollment Policies

New students will be assessed the first week of school for placement in reading and math groups. Current students are assessed at the end of the school year.

The Registrar follows the procedures used by Cherry Creek School District Schools (“HHA”) for the transfer of student records to and from Heritage Heights Academy. Students who exit Heritage Heights Academy before the end of the school year are required to complete the Withdrawal Form and take care of any outstanding debts before records will be released by HHA. For students transferring in or out of HHA, student records will go through HHA’s main office first.





