



**Red River Valley Charter School**  
**administration@redrivervalleycs.com**  
**P.O. Box 742**  
**Red River, N.M. 87558**  
**575-754-6117**

## **Enrollment Policy and Procedure**

Red River Valley Charter School is a New Mexico public charter school and provides all prospective students, grades Pre-K through 8<sup>th</sup> the opportunity to attend our school free of charge, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.

Red River Valley Charter School admits students on a first come first served basis when seats are available and there is no wait list for the particular grade. When the number of interested students exceeds the total number of seats available, we will hold an annual student lottery for enrollment in May for the ensuing school year that begins in August ("New School Year"). Our new student lottery is held after the deadline for return of Commitment to Attend and the sibling lottery has been completed.

Red River Valley Charter School will enroll student in compliance with state standards and does NOT give preference to students of teachers in the school for enrollment.

RRVCS maintains the following available spots:

- Pre-K-10 spots
- Kindergarten- 14 spots
- Grades 1<sup>st</sup> -8<sup>th</sup> - 18 spots per dual grade classroom

Lottery: Each year the Red River Valley Charter School will hold a public lottery in May. The date, place and time will be made known to the public through a variety of media to include but not limited to web-based and text. The lottery shall be conducted in an open forum at a time convenient to the public. New student applications are required for all NOT currently enrolled students, including all students currently on the waitlist.

Enrollment Period: Red River Valley Charter School will conduct one enrollment period per school year. The enrollment period will be held for at least 1 month prior to the lottery date.

RRVCS will advertise during the enrollment period and will accept names of students that wish to be considered for enrollment. Enrollment information provided to the public will include how to obtain a lottery application.

Commitment Letters: Families with students currently attending the Red River Valley Charter School and who wish to continue their child's education at RRVCS in the new school year must complete a "Commitment to Attend" form. Letters to families to include a commitment form will be sent out no less than 14 days prior to the lottery and the forms must be returned to the school by the specified deadline. All current students will be assigned a space in the next or appropriate grade for the New School Year. If the Commitment Letter is not returned by the deadline, that student may lose his/her seat for the New School Year.

Sibling Lottery: Each Sibling(s) of a currently enrolled student who wishes to attend Red River Valley Charter School in the New School Year must fill out an enrollment application form by the date specified by the head administrator. Siblings will be enrolled for the new school year in his/her appropriate grade if space is available after all currently enrolled students have been placed. If the number of interested siblings is greater than the number of slots available in a grade, a "sibling" lottery will be completed. If an applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of sibling applicants exceeds the number of available slots at that grade level, applicants will be placed on a wait list in the order their numbers were drawn. Acceptance/Refusal of the space must be communicated within 72 hours. If a decision to accept or refuse is not given to RRVCS by the family within 72 hours, that family foregoes their enrollment option and will be moved to the waiting list.

New student lottery: Red River Valley Charter School will hold its annual student lottery for new students after the "Commitment to Attend" due date has passed and the sibling lottery has occurred. Following the application deadline for prospective students, a lottery will be completed by a random drawing of applicants. An applicant name will be drawn and if that applicant is drawn for a grade with an opening, that individual will fill the opening. If the number of prospective student applicants exceeds the number of available slots at that grade level, applicants will be placed on the wait list after any sibling applicants who were wait listed in the sibling lottery in the order they were drawn. For families who have multiple siblings in the lottery, if one sibling is drawn, all other siblings also in the lottery may also be offered positions in the school if there is space available in the appropriate grade(s). When offered a position at RRVCS, families will have 72 hours to either accept or refuse the position. If a decision to accept or refuse is not given to RRVCS by the family within 72 hours, that family foregoes their enrollment option and will be moved to the waiting list.

Any applications submitted following the deadline will be placed in classroom positions on the wait list, in the order of the receipt of their application. Parents will be notified if a space is available for their child for the new school year.

If a vacancy opens, the family will be notified. If the Parent/Guardian does not enroll the sibling within 3 days of notice of the vacancy, the slot will be offered to the next applicant and the first applicant's name will be removed from the wait list.

Ranking on the waiting list will not be changed once the lottery is held each year. If two siblings are on the waiting list and one gets a seat in RRVCS during the school year, his/her sibling remains in the same place on the waiting list for that school year. The sibling on the waiting list is eligible for the sibling lottery the following spring.

#### Who Qualifies as a Sibling?

According to NM 22-8B-2. N. a sibling is defined as:

- (1) students living in the same residence at least fifty percent of the time in a permanent or semi-permanent situation, such as long-term foster care placements;
- or
- (2) students related to each other by blood, marriage or cohabitation