



ENROLLMENT POLICY

Enrollment Applications.

Applications for enrollment at ASE will be accepted during a designated enrollment application window, determined by the Governing Council. The enrollment application window shall be from January 15 to April 15 (application deadline) each year, until/unless otherwise determined by the Governing Council.

Applications are received on a first-come, first-served basis. If, after the enrollment application window has closed, there are not more applications received for a grade level than there are seats available in that grade level, applicants in that grade level will be given the opportunity to enroll. Any seats remaining open in that grade after the enrollment application window has closed shall be filled on a first-come, first-served basis.

Lottery/Wait List.

A lottery will determine enrollment in ASE if there are more applications received during the enrollment application window than seats are available in a grade level. The lottery shall be held in the spring preceding the academic year of registration. A notice will be placed on the ASE website and all School social media accounts to announce each enrollment application period and each lottery date. Said notice shall include the closing date and time of the application process, the date, time, location of the lottery drawing, and contact information for interested parents. Interested parents must fill out an online electronic enrollment application for each child they wish to register. ASE must receive the enrollment application form by the designated closing date and time for inclusion in the lottery process. Applications must be submitted electronically. For those without electronic access, access to a computer to submit an electronic enrollment application will be made available to the public on ASE's campus in the lobby of each building during the open enrollment period, Monday- Thursday from 8 AM -4 PM and Fridays from 8 AM-1 PM, excluding holidays. In addition, enrollment applications can be completed and submitted online through the school's website: <https://www.abqse.org/>.

The lottery process shall be as follows: each applicant's name shall be assigned a computer-generated unique ID number (alias) to protect the privacy of minors. Parent/s or Guardian/s will be provided with their child's given alias before the lottery date. That alias will be placed in a computer-generated random lottery drawing according to grade level. Names will be selected at random by a lottery platform that complies with applicable state and federal enrollment laws and regulations. When the maximum number of available seats have been assigned, names shall continue to be generated and placed on the waiting list in the order selected. Children will be enrolled in a class or placed on the waiting list according to the order in which names are drawn.

Attendance at the lottery is not required. Parents are welcome to attend. Children whose names are drawn will be allowed to enroll at ASE, provided they comply with applicable state and federal enrollment laws and regulations and follow the School's registration procedures (described below).

If a student applies to ASE outside of the designated enrollment application window, and there is a waiting list for that grade, the student shall be placed at the end of the waiting list according to the date on which the application is received.

Acceptance/Registration.



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Students admitted to ASE will have ten (10) school days after notification of an offer of a seat to accept their seat and complete registration. Admitted students who do not register with ASE and submit the required documentation by the tenth (10th) school day shall lose their seat, and the seat shall be offered to the next student on the waiting list, and so on. Students on the waiting list who are offered a seat must accept their seat and register within five (5) business days of notification, or the seat shall be offered to the next student on the waiting list. Children admitted to and registered with ASE are expected to attend the first day of school. If a child is offered a seat during the first two weeks of school, that child is expected to attend ASE the following school day. Registered students who do not attend the first ten (10) days of school are subject to dis enrollment by the School.

At all other times during the school year, when a child is offered a space at ASE, parents have three (3) school days to accept and register their student, and for their student to begin attending classes. Otherwise, the child's name will be removed from the enrollment acceptance list. If during a school year, all spaces in a grade level are filled, the School will maintain a waitlist for seats that come available, in the order that applications are received for that grade level.

Any child who withdraws from ASE and who wishes to re-enroll at ASE in the future will be required to participate in the enrollment application process, including any lottery drawing process applicable to that child's grade level. Previous enrollment interrupted by a withdrawal from ASE does not prioritize placement to a child or their sibling(s) in the lottery process.

Enrollment Priorities per New Mexico law.

students are admitted to ASE based on the following priorities:

1. Children who are currently attending ASE. These children are granted Preference per New Mexico law.

Current students at ASE who have remained in attendance do not have to participate in lotteries. These students will be enrolled in ASE for the following academic year if their parent or guardian completes the Intent to Return form. Intent to Return forms will be distributed electronically to all parent and guardian email addresses on file in February of each school year. The open dates to complete the intention to return forms are February 1-28 of each academic year. A spot at the school for the next academic year will be held for those returning students whose parents/guardians have timely completed and returned the intent to return forms. Parents/guardians of students initially enrolled at ASE after the February period for return of intent to return forms will be given the opportunity to complete an Intent to Return form within 30 days of initial enrollment, to secure their student's spot at the school the following year, if desired.

2. Siblings of those students attending who have completed an application form. These children are granted Preference per New Mexico law.

The law intends to keep families together. Once a child attends their first day at ASE, that child's siblings become eligible for Sibling Preference.

Sibling by definition is a:

- A. Biological/adoptive sibling
- B. Step-sibling is the son or daughter of a step-parent residing in the same household.



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- Step-siblings living in different homes are not considered eligible for a sibling preference.
- C. Foster children reside within the same household and qualify as legal foster children through placement with a state-approved agency. Foster Parents must provide documentation showing they have legal guardianship.
- D. A twelfth-grade student or alumnus of the school with a sibling applying for the following year does not qualify the sibling for sibling preference.

3. Children of current ASE staff who have completed an application form. These children are granted Preference per New Mexico law

4. Children who do not meet any of the above criteria will be placed in the lottery without Preference per New Mexico law.