



Enrollment Procedures 2019-2020

1. The application for The Vanguard School can be completed online at www.applyvanguardschool.com.
2. Kindergarten applications are ordered by priority group and date of receipt. Kindergarten applicants are **not** placement tested as part of the application process but are tested at the beginning of the school year for achievement level group placement.
3. First through eleventh grade applicants will be placed in a lottery held at the end of January. This lottery orders the wait list for 1st - 11th grades. Placement testing is required for all new students entering grades 1st - 11th. **Placement testing must be completed within the two weeks immediately following the lottery. Failure to do so may affect your child's position on the waitlist.**
4. For K-11th grades, spots will be offered to applicants based on priority group status: Staff>District 12 Sibling>District 12>Out of District Sibling>Out of District. Openings are filled on a rolling basis from February through September.
5. Offers of placement are provided to parents based on lottery results per category (listed above) and include grade placement based on testing results (1st – 11th). Offers will begin during the second week of February. **Acceptance of placement is indicated by:**
 - 1) Completion of placement testing (1st – 11th)
 - 2) Logging in to your parent dashboard in SmartChoice to accept your child's spot
 - 3) Registering your child in Infinite Campus through the online enrollment link in Infinite Campus
- If an offer of placement is not accepted within five business days, the offer will go to the next student on the list.**
6. Offers of placement will continue through the end of September as openings occur. During this time, you may inquire about your child's position on the wait list by logging in to your parent dashboard at www.applyvanguardschool.com.
7. For students applying in 7th through 11th grade, the family must bring in transcripts or report cards in order to support the school with placement. In the high school, the number of years it will take a student to graduate will depend upon credits transferred from these transcripts and upon placement testing.
8. The Vanguard School does not enroll new students at the 12th grade level. A student is defined as "new" if they have never attended The Vanguard School or if they have withdrawn and are awaiting re-enrollment.
9. Once a student is officially registered, siblings are moved to the applicable sibling priority group. Enrollment for siblings is not guaranteed.
10. Courser Roundup Day for all new and returning students occurs during May of each year.
11. All out of district new students who become enrolled in The Vanguard School are subject to a 30 school day trial enrollment so the school can evaluate compliance with C.R.S. 22-36-101.
12. Pursuant to state law and Cheyenne Mountain School District Policy JFBB-R, all approved out of district student applications are valid for one year. Re-application must be completed each year. The annual letter of intent is the first step of the re-application process; the second and final step is completed by attending Courser Roundup Day. We ask that families who are District 12 residents follow the same process to verify their intention to return to The Vanguard School and update their family information.