



Application Checklist

Step 1. Apply for enrollment

- Applications must be submitted online. Click [here](#) to apply.
- Applications can be submitted for a future school year
- Each student needs to complete an application
- We welcome applications from all school districts
- The Vanguard School does not enroll new students at the twelfth-grade level
- In accordance with Colorado Department of Education guidelines, Kindergartners must be 5 years of age **before** October 1st of the school year for which you apply.

Step 2. Submit supporting documents

- Students applying for grades 7-9 must submit a recent report card with their placement test
- Students applying for grades 10-11 must submit an unofficial transcript with their placement test

Step 3. Waitlist / Lottery

- Applications received **before** lottery day at the end of January from First through Eleventh grade will be placed in the lottery. Your waitlist number will be randomly assigned according to your priority grouping and you will be electronically notified of your number on Lottery Day.
- Applications received **after** lottery day at the end of January from will be placed on the waitlist according to your priority grouping. You will be electronically notified of your waitlist number once your application has been processed.
- Kindergarten applications are not placed in a lottery but are ordered by priority group and date of receipt. You will be electronically notified of your waitlist number after the lottery or once your application has been processed.
- All applicants no matter their priority grouping will be provided a lottery number on lottery day. Offers of enrollment are sent separately after the lottery numbers have been assigned. Please log in to your parent dashboard by [clicking here](#) to track updates.
- Priority groups: D2 resident with an enrolled sibling > D2 resident > Staff > Out of District Resident + Enrolled sibling > Out of District Resident
- After the lottery has been run, you can check your status on the waitlist by logging into your [Parent Portal](#) in the SmartChoice application system here.
- Once a student in the family is accepted and officially registered, his siblings are moved to the applicable sibling priority group. Enrollment for all siblings is attempted but is not guaranteed.

Step 4. Placement test

- Placement testing is required of all applicants grades 1-11
- Placement testing begins after that year's lottery has been run.
- This is not an entrance exam. This test determines grade and group placement in the school's ability level groups for reading, writing, and math so your student is challenged and successful.
- **Kindergarten is not required to test.** They are placement tested for ability level grouping at the beginning of the school year.
- **IMPORTANT:** Families that complete their testing within two weeks of receiving their lottery/waitlist number will be given priority placement over those families who have not completed testing. Regardless of their spot on the waitlist.

- Placement test appointments will be offered through the enrollment office **after** the lottery has been run for the school year of application.

Step 5. Offers of placement

- Offers of placement are provided to parents based on lottery results per the priority groups listed above.
- Acceptance of these offers is indicated by submitting an online student registration in Infinite Campus, the link will be sent with an offer of enrollment.
- All offers of placement not accepted within five days from the time of the offer will be considered to have been denied by the family, and the offer will go to the next student on the list.
- Openings are filled on a rolling basis from February 1 through September 30.

Step 6. Upon acceptance

- An electronic communication will be sent to you once you have been offered a seat.
- To accept your offered seat, you must complete your student's online registration in Infinite Campus within 5 days of accepting your seat
 - **REQUIRED: A digital copy of your student's birth certificate and immunization records must be uploaded to register before the five-day deadline**
- Complete your New Student Enrollment Checklist
- Students that have noted on their registration that they have received student services are required to turn in their most recent supporting documents Example: IEP, 504, ALP, RTI, ELL, etc.
- All 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.
- All 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 step is completed by attending Courser Roundup and the final step is to complete a confirmation of intent in July before the start of the school year.

If you have any questions, contact Jennifer Blanchard, Admissions Officer
(719) 471.1999 x 101, or by email at Jennifer.Blanchard@TheVanguardSchool.com.