**Aldo Leopold Charter School**

**Enrollment Lottery Entry Form**

# To be entered, this form must be received by 4 pm the day prior to the lottery) Deliver in person or by mail: ALCS – Lottery, 410 W 10th St., Silver City, NM 88061

FULL NAME OF STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENTS’/GUARDIANS’ NAMES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_(mailing)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_(physical)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LAST SCHOOL ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST GRADE COMPLETED: \_\_\_\_\_\_\_\_

## **GRADE FOR WHICH STUDENT WILL BE ELIGIBLE IN THE 2022-2023 SCHOOL YEAR: \_\_\_\_\_**

I declare that all information is true and that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of student) is eligible for enrollment in New Mexico public schools, **and has not been expelled** from any other school. I am aware that, if my child is selected by lottery for enrollment at ALCS, I must register my child by the published registration date, or his/her placement will be forfeited.

Parents or guardians of potential students are responsible for maintaining up-to-date information on the enrollment application, and are responsible for notifying ALCS, in writing, of any changes in address, telephone number, or other contact information. ALCS is not responsible for maintaining contact information with or continuing a search for an applicant who cannot be contacted within a reasonable time period and by reasonable effort. If ALCS is not able to contact an applicant to either confirm enrollment or to notify the applicant that he or she is to be moved from the waiting list to the admissions list, then the applicant may be dropped from both lists.

Families must have all information submitted to the school by the deadlines listed on their enrollment packet. ***If this deadline is not met, the student’s acceptance to ALCS will be waived and the family may re-submit a lottery application for the next available lottery.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of Parent or Guardian) (Date)

 Optional Information: Office use only:

 How did you hear about ALCS? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received\_\_\_\_\_by\_\_\_\_\_

 What individual or family referred you to ALCS? \_\_\_\_\_\_\_\_\_\_\_\_\_ E#\_\_\_\_\_\_\_D#\_\_\_\_\_\_\_\_

Enrollment Checklist

The following checklist is provided to assist families in the enrollment process. This list is subject to change without notification. Contact the school to check on the official enrollment status.

# Step 1 – Pre Lottery

*The only form that must be submitted to be eligible for the lottery is the Lottery Form. A Prospective student must be school age appropriate and must not have been expelled from a school.*

□ Lottery Form

# Step 2 – Post Lottery Enrollment Packet

*Please submit these two included forms as quickly after the lottery as possible to the school.*

□ Demographic Information Form

□ Request for Records Form

□ Acknowledgment of Risks

□ Student Contract

□ Parent Contract

□ Home language survey form

□ Free and Reduced lunch form (Regardless of Qualification)

□ Emergency Medical Authorization and Health History form

□ Health Ed/Wellness Permission form

□ Signature Page (Photo Permission, Knifes at ALHS, EIS agreement)

□ Parent Volunteer Survey

# Step 3 – Additional school records

*The following information must be received by the same deadline as the enrollment packet in order for us to better serve your student.*

□ IEP (for students receiving special education services)

□ 504 Plans (if applicable)

□ SAT information (if applicable)

□ MAP Scores (if used by previous school)

□ Any other pertinent information about your child

# Step 4 – Other items required to complete enrollment

□ Physical Examination form. Due July 31, 2022 (Required for first week of school activities)

□ Immunization records (or Immunization Waiver Form) Due July 31, 2022

Last update: 1/4/2022 CG