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, 1422 HW 180 E., Silver City, NM 88061

FULL NAME OF STUDENT: _____

PARENTS'/GUARDIANS' NAMES:_____

ADDRESS: _____

_____

PHONE NUMBER: _____

PARENT EMAIL: _____

STUDENT EMAIL: _____

LAST SCHOOL ATTENDED: _____

DATE OF BIRTH: _____ LAST GRADE COMPLETED: _____

GRADE FOR WHICH STUDENT WILL BE ELIGIBLE IN THE 2018-2019 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 prior to two weeks before the first day of classes or within two weeks of their student's acceptance by lottery, whichever comes later. ***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.***

Students who are on the waiting list after the start of school will have their first opportunity to enroll at the beginning of the spring semester, contingent on available spaces at that time.

_____ _____

(Signature of Parent or Guardian) (Date)

Optional Information:
How did you hear about ALHS? _____
What individual or family referred you to ALHS? _____

Office use only:
Received_____by_____
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
Please submit these two included forms as quickly after the lottery as possible to the school.

- ☐ Demographic Information Form
- ☐ Request for Records Form

Step 3 –Pre-Interview (School Records)
*The following information must be received prior to the intake interview. ALHS will use the Request for Records form to obtain information from Silver Consolidated Schools. Families should provide **a copy** of this form to the school(s) from where the student previously attended as well to speed up the process.*

- ☐ Transcripts/Report Cards
- ☐ Attendance Records
- ☐ Discipline Records
- ☐ MAP Scores (if used by previous school)
- ☐ IEP (for students receiving special education services)

Step 4 – Forms to be completed during the intake interview

- ☐ Acknowledgment of Risks
- ☐ Student Contract
- ☐ Parent Contract

Step 5 – Other forms that must be submitted to complete enrollment.

- ☐ 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)
- ☐ Medical Examination form (Required for first week of school activities)
- ☐ Immunization records (or Conscientious Objector Form)
- ☐ Parent Volunteer Survey

Step 6 – Optional Forms

- ☐ Copy of Passport or Passport Card (Required for Out Of Country Travel)
- ☐ CPR/First Aid Certification (Required for first week of school activities)