



TAOS CHARTER SCHOOL

1303 Paseo del Canon, Taos NM 87571

2024-2025 LOTTERY APPLICATION

Lottery Applications must be **emailed, faxed, hand-delivered or postmarked on or before Friday, April 12th, 2024.** (Applications received or postmarked after April 9th, 2023 will be added to the end of the waiting list established by the lottery drawing.) The Lottery drawing will be held **Tuesday, April 16th, 2024 at 9:00am** in the TCS Cafeteria. Completion of this form does not guarantee a student's enrollment at TCS. For more information email: office@taoscharterschool.org or call: 575-751-7222 x 2

STUDENT NAME: _____ Male: ____ Female: ____
Last Middle First

Date of Birth: _____ Enrolling in what grade level for 2024-2025: _____
(Month / Day / Year)

School Currently Attending: _____

Does this child have a sibling currently ATTENDING TCS? No: _____ Yes: _____

If yes, Sibling Name: _____ Current Grade: _____

Does this child have a sibling APPLYING for the TCS Lottery for 2024-2025 SY?

No: ____ Yes: _____

If yes, Sibling Name: _____ Enrolling in what grade level: _____
(an application is required for all applicants)

Mother / Guardian Name: _____
First Last

Cell Phone: _____ Work / Alt Phone: _____

Email Address (s): _____
(Print legibly for notification purposes)

Father / Guardian Name: _____
First Last

Cell Phone: _____ Work / Alt Phone: _____



Email Address (s): _____
(Print legibly for notification purposes)

Student's Physical Address: _____
(Number, street name, city, state and zip)

Mailing / Alternate Address: _____

By signature, I certify that I am the parent or guardian of the student named in the application, that all information provided is true and correct to the best of my knowledge.

Parent/Guardian Signature: _____ **Date:** _____

Taos Charter School does not discriminate on the basis of religion, race, color, national origin, ancestry, gender, physical or mental disability, sexual orientation, sexual preference or gender identity.

Enrollment Priority

- Returning students (currently enrolled and matriculating to next grade)
- Retained students
- Siblings of students currently enrolled and children of teachers

Enrollment

- The parent or guardian of the child (or children) who is applying for enrollment must make all applications for enrollment.
- Applications will be accepted for one grade only.
- Kindergartners must be five years of age prior to 12:01 a.m. on September 1 of the current school year.
- **Application Deadline is Friday, April 12th, 2024.** Applications must be postmarked by this date or handed in to the office by 3:30 PM. Applications sent by regular mail must be received by **Tuesday, April 16th, 2024** to be entered in the lottery. Taos Charter School is not responsible for applications mailed that are not received by April 18th, 2023.
- The lottery for enrollment will be held on **Tuesday, April 16th, 2024** at 9:00 AM in the school cafeteria.
- Applicants whose applications received after the Application Deadline will be placed on the waiting list after the lottery applicants who were not admitted, and in the date order in which they are received.
- **All applicants will be notified via email of acceptance or placement on the waiting list. Parents and guardians are responsible for informing the office if any contact information changes after applying.** Failure to do so may result in not receiving timely notice of admission and could result in forfeiture of your student's position at TCS for the ensuing school year.

Sibling Lottery

Siblings of currently enrolled students are given sibling priority and are placed in their own lottery during our spring lottery process. Having an enrolled sibling does not automatically guarantee enrollment into the school for the following year. If there are several siblings applying for one grade level, there will be a sibling lottery to determine who will be accepted into any available spots and their order at the top of the waiting list.

It is the parent's responsibility to notify the school and fill out an enrollment application for siblings applying for the lottery by the deadline announced. Applications received after the deadline/lottery process will be automatically placed on the waiting list after any other siblings already on the list.

Sibling Definition

- Students living in the same residence at least fifty percent (50%) of the time in a permanent or semi-permanent situation, such as long-term foster care placements; or,
- Students related to each other by blood, marriage or cohabitation.
- Acceptable proof of cohabitation shall be an affidavit signed by both co-habitants that the sibling of the enrolled student is living with the co-habitant at least 50% of the time or relevant court order describing the same, or marriage license.

Waiting List

- Waiting lists do not transfer from year to year. On the last school day of the school year, the waiting lists for that school year will be voided. The waiting list for the upcoming school year will replace all waiting lists for the school year just completed.
- You must reapply every year.
- Students who are not initially selected for enrollment in the lottery will be placed on the TCS waiting list according to grade and in the order drawn from the lottery.
- Applicants will be notified via email their number on the waiting list.
- If an applicant from the waiting list is offered a position mid-year, a meeting with the director is recommended.
- Enrollment closes after the 120th day of the school year.
- If an applicant from the waiting list is offered a position and does not accept the position offered, they will then be placed at the bottom of the waiting list, or if requested, dropped from the waiting list.
- Separate waiting lists will be maintained for each grade.

Confirmation of Enrollment

- Once the lottery is held, notification of admission will be completed via telephone or email by TCS office staff.
- Within three (3) school days from initial contact from the school, Applicants must confirm enrollment *in writing*.
- Written confirmation is completed by signing for and picking up the Enrollment Packet.
- Enrollment packet must be returned within 7 calendar days along with:
 - All Enrollment packet forms completed.
 - Birth Certificate
 - Current immunizations records showing completed immunizations or proof that the immunization process has been started, or that the parent or guardian has obtained exemption from the New Mexico Department of Health. NOTE: No child will be admitted without current immunization documentation and a birth certificate.
 - Proof of Dental Exam within the calendar last year.
- Documents TCS needs upon completion of enrollment include: Individual Education Plan (IEP) or other specialized education requirements, if applicable, and court order documents, applicable.
- If written acceptance of enrollment in the manner described above is not received by 3:30 p.m. on the 7th calendar day from the date the applicant confirmed the student's admission, he or she will be placed at the end of the waiting list.
- Parents or guardians of the applicant are responsible for notifying TCS, in writing, of any change of address, telephone number, or other information necessary for the TCS to contact the applicant. TCS will have no responsibility to attempt notification through contacts that are not provided in the enrollment application.
- If the school cannot contact an applicant to confirm enrollment they are to be moved from the admissions list to the bottom of the waiting list.

Parent/Guardian Signature: _____

Date: _____

Deliver in Person:
Taos Charter School
1303 Paseo del Canon East
Taos, NM 87571

Mail to:
Taos Charter School
P.O. Box 3009
Ranchos de Taos, NM 87557

Email to:
office@taoscharterschool.org
FAX to: 575-751-7222
(confirmation of receipt
recommended)

OFFICE USE ONLY

Application No: _____ GL: _____ Enrolled Sibling: _____ GL: _____