



## Prescott Valley School Admission Policies & Procedures

Admission into Prescott Valley School is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. The school does however limit admission to students within a given age group or grade level, as per classroom/building capacity.

Prescott Valley School may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Enrollment office: 928-772-8744

Enrollment email: [admissions@pvschool.com](mailto:admissions@pvschool.com)

### Enrollment Timeline

(dates are subject to change)

November 1st

Enrollment timeline posted on school website.

November 15th

Waitlist Application Rollover Period; Waitlisted applicants that are eligible to rollover to the following school year will be sent rollover instructions.

November 15<sup>th</sup> – December 31<sup>st</sup>

Open enrollment for current students only

January 1<sup>st</sup> – March 15<sup>th</sup>

Open enrollment for new applicants

March 24<sup>th</sup>

Lotteries will be conducted for applications received during Open Enrollment Period for the upcoming school year, if applicable. Lotteries are open to the public, but applicants are not required or expected to attend. Time and location TBA.

March 29<sup>th</sup>

Applicants notified of application status for the upcoming school year. Students will either be notified of acceptance or waitlist status.

March 24<sup>th</sup> through upcoming school year

Any person applying will still follow the application procedure. If there is not a waiting list in a particular grade level the Admissions Coordinator will review within 24 hours and contact you with next steps.

## Enrollment Process

### Application

Applications can be completed online from our website: [www.pvschool.com](http://www.pvschool.com). Acceptance of the offer of admission and submission of required documents complete the enrollment process. By submitting/uploading the required documents, the student is indicating his or her intention to attend the school. The following documents must be provided after offer of admission in order for enrollment to be deemed complete:

- Copy of Birth Certificate or other proof of age and identity as described below\*
- Up-to-date record of immunizations\*
- Custody paperwork (if applicable)
- Withdrawal slip from previous school <sup>□</sup> Student Structured English Immersion Records (if applicable) •  
Special Education Records (if applicable)
- Proof of Arizona Residency (signed form and documentation) \*
- Home Language Survey (PHLOTE) (required by the State)
- Family Education Rights and Privacy Act (FERPA)
- Race/Ethnicity Data Collection Form (required by the State)

\*Student is entitled to enrollment even if documents are unavailable when:

-The student is in foster care.

-Defined as “Homeless or Temporarily Housed” under the McKinney-Vento law {42 U.S.C. 11302}

\*Other reliable proofs of age or identity:

Other reliable proof of the pupil’s identity and age, including the pupil’s baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate; or A letter from the authorized representative of an agency having custody of the pupil pursuant to a juvenile court proceeding, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

\*Immunization Exemptions

Every student is required to present proof of official certificate of immunizations. Students may be exempted from the immunization requirements if parents sign an exemption form when any of the following situations exist: 1. Medical Exemption 2. Religious Belief Exemption 3. Personal Belief Exemption

## Lottery, Waitlist & Rollover

### Open Enrollment Lottery

*Our open enrollment period is NOT first-come, first serve.* If, for any grade level, the number of applicants exceeds the number of openings, there will be a lottery to determine enrollment and waitlist numbers. Only applications submitted during the OPEN ENROLLMENT PERIOD are included within that lottery pool. Lotteries will be held on March 24<sup>th</sup> and results will be available March 29<sup>th</sup>.

### How the Waitlist Works

If your application was not chosen via lottery or your application was turned in after our open enrollment period, your student's application will be placed on our waitlist. When your application reaches the top of the list and a spot becomes available to you, PVS will notify you immediately. It is not possible for us to determine your child's chances of being offered a spot. Once our classes are full, any spots that open up are the result of student withdrawals. Although we typically see a number of spots open up during the start of school, we have no way of knowing in which grades spots will open up or how many spots will become available.

### Roll-Over Policy

If your child is not offered a spot for the previous school year, and if your waitlisted application is eligible for rollover to the next school year waitlist, the school will notify you for upcoming open enrollment dates. The responsibility falls upon the applicant to contact the school to roll their application over. It is crucial you do not miss the Roll-Over deadlines set by the school to ensure your child's application is moved to next year's waitlist.

What happens to my previous waitlisted application if I roll over to the upcoming school year waitlist? If you choose to roll over your eligible waitlisted application to the upcoming school year waitlist, your previous year waitlisted application will still remain active for the remainder of the school year.

## Priority Policy

### Applications Eligible for Priority Status

The following types of applications are eligible for "Priority Status," and in the following order:

- Currently enrolled students
  - PVS Faculty/Administration/Staff child or grandchild
  - Applicants with siblings attending, alumni siblings, or alumni children
  - Board member child or grandchild
  - Confirmed rollover applicant from the previous school year
  - Non-prioritized open enrollment applicants (by original lottery number)

### Sibling/Child Priority Policy

Sibling/child priority only applies when the incoming applicant has a sibling/child that is officially enrolled, currently attending, or has graduated from PVS.

- A “sibling” is defined as an immediate family member, or a blended family member that resides under the same roof as the applicant or a child of a PVS graduate.
- If the sibling withdraws from the school before applicant is offered enrollment, priority status will be revoked.
- Priority status does not guarantee placement.

### PVS Faculty/Administration/Staff Child Priority Policy

- The employee must be a parent or legal guardian of applicant or the applicant must live with the employee for at least 50% of the calendar year.
- The employee is responsible for notifying PVS of their priority status eligibility.
- If employment is terminated by employee or employer before applicant is offered enrollment at PVS, priority status will be revoked.
- Priority status does not guarantee placement.

### PVS Board Member Child or Grandchild Priority Policy

- The board member must be the parent or legal guardian of applicant or the applicant must live with the board member for at least 50% of the calendar year.
- The board member must be an official, board-approved board member.
- The board member is responsible for notifying PVS of their submitted application and of their priority status eligibility.
- If the board member’s service on the board ends before the applicant is offered enrollment at PVS, priority status will be revoked.
- Priority status does not guarantee placement.

## Kindergarten

### Kindergarten Enrollment Policy

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current school year.

The PVCS Governing Body may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten by January 1 of the current school year.

For a child who has not reached five (5) years of age before September, the determination of whether to admit shall be based upon one (1) or more consultations with the parent(s) or guardian(s), the child, the teacher, the School administrator, and/or professional consultants.

When a child who has not reached age five (5) prior to September 1 is admitted for early enrollment in kindergarten, and the child then repeats kindergarten in the following year, the School is not eligible to receive basic state aid for the child's second year. The School may charge tuition for any child who is ineligible for basic state aid pursuant to A.R.S. [15-821](#).

## Capacity

### Capacity Policy

The following factors will be considered by Prescott Valley School when determining capacity:

- Availability of staff members (i.e. administrators, teachers, other certified employees, classified employees, related service providers employed by PVS and related service providers contracted by PVS)
  - Number of students already enrolled in relevant grade level, programs, and classrooms according to PVS's established staff to student ratios.
- If a student's name is pulled in the open enrollment lottery, their acceptance is based on our current capacity.