



## Application Checklist

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### Step 1. Apply for enrollment

- Applications must be submitted online. Click [here](#) to apply
  - All communication will be through email after the application is submitted.
- Applications can be submitted for up to 6 school years in advance.
- Parents must submit an individual application for each child.
- We welcome applications from all school districts.
  - NOTICE: Transportation is not provided.
- The Vanguard School does not enroll new students into grade twelve.
- In accordance with Colorado Department of Education guidelines, Kindergartners must be 5 years of age before October 1 of the school year for which they apply.
  - Example 1: a child born on 9/30/2019 should apply for the 2024-2025 school year
  - Example 2: a child born on 10/1/2019 should apply for the 2025-2026 school year
- **IMPORTANT DATES:** The enrollment season for the 2024-2025 school year begins January 31, 2024, and ends September 30, 2024.

### Step 2. Waitlist / Lottery

- The enrollment season begins the last week of January of the application year.
  - The 2024-2025 school year's waitlist will be generated on January 31, 2024.
- Kindergarten applicants are ordered by date of receipt within the priority group and do not take a placement test.
- Priority groups (highest to lowest):
  1. Harrison School District 2 (HSD2) resident with an enrolled sibling
  2. HSD2 resident
  3. Staff
  4. Out of district resident with an enrolled sibling
  5. Out of district resident
- Applications for grades 1-11 received before the start of the enrollment season will be provided with a randomly assigned waitlist number according to priority grouping. Waitlist number notifications will be sent after 5 PM on January 31, 2024, for this category of 2024-2025 school year applicants.
- All applications received **after** the start of the enrollment season will be placed at the bottom of the waitlist within the appropriate priority group. You will be electronically notified after your application has been processed.
- HSD2 residents are provided a higher priority on the waitlist. Applicants claiming in-district resident priority will need to provide valid proof of residency. Ex. Current lease or utility bill or mortgage in the guardian's name. The enrollment office will request this information closer to the start of the enrollment season.
  - Email: [Janet.LaLone@TheVanguardSchool.com](mailto:Janet.LaLone@TheVanguardSchool.com)
  - Fax: 719-634-4180
  - Mail to Corona Campus: 1605 South Corona Avenue, Colorado Springs, CO 80905
  - Drop Off: The drop box is at the Corona Campus, Building A, on the right side of the front entrance doors, address listed above.
- All applicants, regardless of priority grouping, will be assigned a waitlist number on the first day of the enrollment season. Offers of enrollment are sent separately.
- Once a student in the family is accepted and officially registered, his/her siblings are moved to the applicable sibling priority group. Enrollment for siblings is attempted but is not guaranteed.

### **Step 3. Placement test**

- Placement testing is required of all applicants grades 1-11 to ensure they enter The Vanguard School program at the appropriate academic level.
- Placement test appointments will be available **after** the start of that year's enrollment season.
- 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.
- 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.
- Kindergarten is not required to test. They are 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.

### **Step 4. Offers of placement**

- Offers of placement are provided to parents based on lottery results per the priority groups listed above.
- Offers of enrollment are sent as a time-sensitive electronic communication.
- Acceptance of your offer is contingent on completing online student registration in Infinite Campus within five days of the electronic communication.
  - **REQUIRED:** A digital copy of your student's birth certificate and immunization records must be uploaded to register before the five-day deadline. Please make sure you have these documents on hand before you begin the registration process.
  - Failure to complete online registration within five days will result in the offer being extended to the next student on the waitlist.
- Available seats are filled on a rolling basis throughout that year's enrollment season. Enrollment window closes on September 30

### **Step 5. Upon acceptance**

- Complete all steps of the 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. Please submit here:
  - Email: [Janet.LaLone@TheVanguardSchool.com](mailto:Janet.LaLone@TheVanguardSchool.com)
  - Fax: 719-634-4180
  - Mail to Corona Campus: 1605 South Corona Avenue, Colorado Springs, CO 80905
  - Drop Off: The drop box is at the Corona Campus, Building A, on the right side of the front entrance doors, address listed above.
- 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 enrollments are valid for one year. Re-enrollment must be completed for each year. The annual letter of intent in March is the first step of the re-enrollment process; the second step is completed by attending Courser Roundup in May and the final step is to complete a confirmation of intent in July before the start of the new school year.

If you have any questions, contact Jennifer Blanchard, Admissions and Enrollment Manager  
(719) 471.1999 x 101, or by email at [Jennifer.Blanchard@TheVanguardSchool.com](mailto:Jennifer.Blanchard@TheVanguardSchool.com).