



<b>The Classical Academy</b>	<b>Policies and Procedures</b>
Policy Name:	District 20 Residency Priority Status
Policy Number:	JFAA-TCA
Original Date:	3/10/2004
Last Reviewed:	5/18/2021
Category:	Students
Author:	Registrar
Approval:	Director of Academic Services

## INTRODUCTION

As an Academy School District 20 (ASD20) charter school, The Classical Academy (TCA) is required to prioritize ASD20 resident students over non-resident students. This is facilitated by how the waitlist is structured. The waitlist consists of six main priority statuses (*see JFB-TCA: Waitlist*); within each status, ASD20 residents are prioritized over non-residents.

Residency is defined as currently occupying a dwelling, owned or leased, within Academy School District 20 Tax District. If a family has a signed, valid contract to buy or lease an ASD20 property, the student may be given ASD20 status on the waitlist. However, the student must occupy the ASD20 property or still have a valid contract on the ASD20 property when school starts. If the student is given ASD20 status, receives an offer, and then does not finalize occupation of the ASD20 residence, the offer will be withdrawn if there is no proof of another valid ASD20 residency. An exception to the withdrawal of the enrollment offer would occur if TCA has issued enrollment offers below the student's new non-D20 status on the list.

Nonresident children may be offered educational services provided the following conditions exist: space is available; staffing is adequate; the requested program is available; the facilities are appropriately equipped; the student complies with all entrance procedures, requirements, and eligibility criteria; the student complies with the Choice process; and the student has not exhibited behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel, has not been expelled within the last 12 months, or is not in the process of being expelled from another school district (C.R.S. 22-33-105).

Verification of resident address is completed during the D20 registration process using one of the following documents:

- ❖ current utility bill listing the residency/billing address and name of parent/guardian registering student
- ❖ warranty deed
- ❖ bill of sale
- ❖ settlement statement from closing
- ❖ current formal rental agreement of six months or longer
- ❖ current El Paso County tax notice
- ❖ quarters assignment letter from Air Force Academy Housing
- ❖ a signed non-contingent contract stating your name, closing date and the property address

In addition, custody documentation is required if the student does not reside with both biological parents, and if the student resides with one biological parent, the documentation must be a court

order detailing custody arrangements. If the parents are not legally separated, the residence of the father shall be deemed the residence of the child. If the student resides with someone other than a biological parent, proof of legal guardianship is required.

Once a student is attending TCA, the enrollment is considered final and change of residency will not affect his or her status as a TCA student.

This TCA Policy replaces ASD20 Policy JFAA: Admission of Students.

**Legal References**

C.R.S. 22-1-102

**Cross References**

ASD20 Policy JFAA-R: Admission of Students Procedure

JFB-TCA: Waitlist

JFB-T-TCA: Staff Child Priority Status

JFB-L-TCA: Legacy Priority Status

JFB-S-TCA: Sibling Priority Status

JG-TCA: Enrollment and Placement

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
3/10/2004	Creation of policy	Registrar
3/18/2013	Reformatted policy into new template. Completed annual review.	Registrar
2/11/2020	Updated policy to current procedure. Removed waitlist groupings (refer to JFB-TCA instead). Added information regarding proof of residency. Updated to DAS.	Registrar
5/18/2021	Updated policy to include utility bills per ASD20 policy change. Added non-resident information.	Registrar