

Page 2 of the Lottery Application Form

- A copy of child's legal, government issued, birth certificate must be submitted with this application or the application will be discarded.
- A copy of your proof of residency of a home in the state of Colorado. A copy of your Warranty Deed, Property Tax Bill, Lease Agreement, Deed of Trust, Assessor Parcel Search printout* or Purchase Agreement must be submitted with this application or the application will be discarded. *Visit www.douglas.co.us/assessor, look up your address, and print out the information.
- A copy of your child's immunization record must be submitted with this application or the application will be discarded. Please attach copies of the above, or we will gladly make copies for you at 25¢ per copy.

- **It is your responsibility to familiarize yourself with our Lottery Process** – information is provided on our website. All assignments are governed by space limitations. Please note that openings are limited.
- We encourage you to call 303-387-5625 to schedule a tour of our school BEFORE we conduct our lottery. Group tours are conducted on a scheduled basis by reservations only. **Once a position is offered to you, you will not have adequate time to attend a tour.**
- Any misrepresentations will result in this application being discarded and or the student's exit from our school.
- **All of our programs, including Preschool, are 5 days-per-week.** If you want to enroll your child in a program of fewer than 5 days-per-week, please do not apply to our school.
- If we are able to offer you a place at our school, **you may have only 24 hours to accept or decline the offer** – to accept an offer, you must come to the school and complete enrollment paperwork. If your child is of Preschool or Kindergarten age, a non-refundable deposit of approximately \$325 will also be required. If you decline our offer or do not respond, your application will be destroyed.
- **Once a student enrolls at DCS Montessori Charter School for Kindergarten or higher grades, this school becomes your assigned school.** To attend any other public school in Douglas County School District, you must apply for open enrollment (this includes your neighborhood school.) Read the Open Enrollment information on the District's website [www.dcsdk12.org] for a full explanation.
- You do not need to submit an Open Enrollment application to apply to our school.
- To be processed in our Lottery, Applications must be **received** on or before the deadline stated on the first page of this document, at the address: 311 Castle Pines Parkway, Castle Pines North, CO 80108. Applications received after the deadline will be added to the waitlist in the order received. The school office is open from 8:30am – 4:00pm when school is in session. For Information, call: DCS Montessori Charter School at (303) 387-5625.
- Only fax or send **complete** applications. We will accept faxed application packets with all attachments. We will shred any birth certificates, and other documents which are faxed or mailed to us separately. No exceptions.
- This application may be duplicated; however, **only one application per child will be accepted.** You may mail all applications from the same family in the same envelope.

Sibling Enrollment Policy

For incoming students who CURRENTLY have a sibling at our school

- All students, including siblings, will be admitted through a lottery process.
- Siblings will be given preference only if they apply prior to the lottery deadline and only if space is available in their particular grade level.
- Siblings of in-district students will be accepted first, followed by siblings of out-of-district students.
- *If a sibling space is offered and accepted, then later declined by the parent, or the student is withdrawn from enrollment, the student is no longer considered a sibling for future years.*

I (We) have read and understand the information contained herein and have read both pages of this document. The information provided herein is accurate.

Parent's Signature

Date

Parent's Signature

Date

Who may we thank for referring you to DCS Montessori? _____

Over ↵