



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

2019-20 School Year Enrollment Timeline

(dates are subject to change)

November 27, 2018

Enrollment timeline posted for 2019-20 enrollment season.

November 27, 2018

Waitlist Application Rollover Period; Waitlisted applicants that are eligible to rollover to the 2019-20 school year will be sent rollover instructions.

November 27 – December 21, 2018

Open enrollment for current students only - grades K-7

January 7 – March 8, 2019

Open enrollment for grades K-8, NEW applicants

March 22, 2019

Lotteries will be conducted for applications received during the Open Enrollment Period for the 2019-20 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, 2019

Applicants notified of application status for the 2019-20 school year. Students will either be notified of acceptance or waitlist status.

March 18, 2019 through 2019-20 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 contact you with next steps within 24 business hours.

Enrollment Process

Application

Applications can be completed by printing from our website: www.pvschool.com or picked up in our elementary front office. An application must be filled out prior to any discussion about enrollment. Please note the application does NOT guarantee acceptance. Once the application is submitted and records are requested, all applications are PENDING until the following records are received. Should you wish to expedite your enrollment process, please collect the following records and submit with your application:

- Copy of Birth Certificate/documentation of student's age and identity
- Up-to-date record of immunizations
- Previous grade final report card
- State Assessment Scores (AIMS and/or AZMerit)
- Copy of discipline records, if applicable
- Custody papers, if applicable
- ELL/ILLP/AZELLA
- Current IEP, Psychological Report, MET, and Eligibility Statement if student is identified as eligible for Special Education
- 504 plan or other accommodation plan

Please note that a submitted application does NOT guarantee acceptance.

After Submission

Once all documents are presented with the application, you will be notified within 24 hours if your student has been accepted pending availability or placed on a waiting list. As space becomes available, students placed on the waitlist will be called up via lottery.

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 22, 2019 and results will be available March 29, 2019.

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 2019-20 school year, and if your waitlisted application is eligible for rollover to the next school year, 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 2018-19 waitlisted application if I roll over to the 2019-20 school year waitlist?

If you choose to roll over your eligible waitlisted application to the 2019-20 school year waitlist, your 2018-19 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 returning for the new school year
- 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 active 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

Students entering kindergarten for the 2019-20 school year must be five years old on or before August 31, 2019. There is no assessment for entrance into the PVS kindergarten program. The kindergarten program will follow the same enrollment process as 1st-8th grade students. Students turning 5 between September 1 and December 31, 2019 may enroll in the school's FREE Early Kindergarten Program.

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 current capacity.