



**COTTONWOOD CREEK CHARTER SCHOOL**

3425 Brush Street, Cottonwood, California 96022 Telephone: 530-347-7200 Fax: 530-347-9375  
Mailing/ Billing Address: P.O. Box 1648, Cottonwood, California 96022

# Application for Admission

Completion of this form does not guarantee admission to Cottonwood Creek Charter School.  
Upon admission to Cottonwood Creek Charter School, a Registration Form will be issued to complete enrollment.

OFFICE USE ONLY  
Date Application Received: \_\_\_\_\_  
Entered for Lottery: \_\_\_\_\_  
Appointment Date: \_\_\_\_\_

School Year Applying for: \_\_\_\_\_

Student (Legal) Name: \_\_\_\_\_  
(From Birth Certificate or similar) *First Middle Last*

If different, name student prefers: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Age: \_\_\_\_\_ Gender: M F

Mailing Address: \_\_\_\_\_  
*Street # or P.O. Box # City Zip Code*

School District of Residence: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
*Does the student live with this parent / guardian? YES NO (Please circle one)*

Parent / Guardian: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
*Does the student live with this parent / guardian? YES NO (Please circle one)*

Family e-mail address (Please print capitals & lower case letters clearly) \_\_\_\_\_

Grade Level Enrolling For: (Circle One) **TK** (TK is Home School only) - K - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8

I prefer the following: (Circle One) SITE CLASSES HOME SCHOOL

School currently attending or last school attended: \_\_\_\_\_

List any family members currently enrolled in or employed by Cottonwood Creek Charter School:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

List any siblings who are submitting Application for Admission:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Grade \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Grade \_\_\_\_\_

Cottonwood Creek Charter School offers two educational options:

The Site Class program option and the Homeschool program option.

Admission priority will be given to a sibling of a current Cottonwood Creek Charter School student:

- \* Who has completed a minimum of one school year prior to the application process for a sibling and will be enrolling for the next school year with Cottonwood Creek Charter School.
- \* Priority is within the same program option.
- \* Sibling admission is based upon availability of openings within the grade and program selected.
- \* Admission requirements, Section 1X, of the Cottonwood Creek Charter School petition will be applied to all applicants.

**How did you hear about Cottonwood Creek Charter School?**

\_\_\_\_\_ School Counselor, Teacher, Principal \_\_\_\_\_

\_\_\_\_\_ Family or Friend \_\_\_\_\_

\_\_\_\_\_ Web Site

\_\_\_\_\_ Cottonwood Creek Charter School Sign – driving by

\_\_\_\_\_ Other: \_\_\_\_\_

# Admission Policies and Procedures

## Please read carefully and sign

Cottonwood Creek Charter School is dedicated to creating, with the student and parent, a positive educational experience using a variety of methods and educational philosophies, including Independent Study, site classes and home school, to help prepare students for high school, college, citizenship and the world of work. The following policies reflect the mission of the school and are outlined more fully in our Charter:

- Students will be considered for admission without regard to race, ethnicity, national origin, gender or disability.
- **APPLICATION** – Parent and student will return the application to the Charter School. All information in the application must be accurate. If any information is misrepresented, the student will be subject to the rejection of the application.
- **APPOINTMENT** – Before enrollment in Cottonwood Creek Charter School is completed, the student and parent/guardian will have a meeting with the Charter School Director. If the parent and student fail to attend the scheduled meeting, a letter will be sent indicating the school will hold the application until the parent reschedules the appointment within the given time period shown on the letter. If no appointment is made within that time period, the school will assume the student has enrolled elsewhere.
- **ADMISSION CRITERIA** – Admission will be based, in part, on the following:
  1. Students with SARB contracts will be expected to complete the terms of the contract before applying to Cottonwood Creek Charter School.
  2. Parent/Guardian must be available to the student for guidance, organization and helping with learning objectives.
  3. Parent/Guardian must participate with the student at meetings with the facilitator on a regular basis.
  4. Proper maintenance and care of school equipment and materials must be preserved.
  5. Parent/Guardian must give regular effort to complete all required documentation and be willing and have the ability to correct student work when appropriate.
  6. Student must be willing to achieve the outcomes stated in the Master Agreement that will be signed by the student and parent upon acceptance to Cottonwood Creek Charter School.
- **LOTTERY** – If the number of students who wish to attend Cottonwood Creek Charter School exceeds the school’s capacity by grade level and/or program option, admission will be determined by a Public Lottery.
  1. Open enrollment will be held during the months of March and April prior to the new school year that begins in August of that year. All applications received during the Open Enrollment period will be included in the Public Lottery.
  2. The Public Lottery will be held each year in May.
  3. Preference will be given to siblings of current students and children of employees and Board members. (See Charter)
  4. Students living within the boundaries of Cottonwood Union School District will receive 2 opportunities in the Public Lottery. Students living outside the boundaries will receive 1 opportunity in the Public Lottery.
  5. Notification will be mailed regarding enrollment or priority number assigned to each student on a Wait List.
  6. Parents notified of an immediate opening for their student must contact the school within 10 days of notification to be admitted to the school. Failure to contact the school and complete the Registration process will result in the opening being given to the next student on the Wait List.
  7. Students placed on the Wait List for future enrollment will be contacted as an opening occurs.
    - \* Once a student has gone through a lottery and is placed on the Wait List, they will maintain their placement number for that school year only. The Wait List does NOT carry over to the next school year. Students who remain on the Wait List at the end of that school year must reapply during the Open Enrollment period for the next school year.
  8. Students applying after the close of Open Enrollment will be placed on the Wait List according to the date their Application for Admittance is received in the Charter School Office. Applications will be considered if an opening occurs in order of their placement number on the Wait List.
    - \* Students maintain their placement number on the Wait List for that school year only. The Wait List does NOT carry over to the next school year. Students who remain on the Wait List at the end of that school year must reapply during the Open Enrollment period for the next school year.
- **DISMISSAL** – Students will be considered for dismissal based, in part, on the following:
  1. Two missed appointments or failure to reschedule appointment within a single Learning Period may result in dismissal.
  2. If it is determined by the student, parent, teacher and School Director that adequate progress is not being made (ie: less than 90% of assigned work completed in two or more Learning Periods), an evaluation will be made regarding continued enrollment.

**I have read and understand these policies and procedures.**

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Parent/Guardian Signature

Date

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Student Signature

Date