

**Enrollment Policy**

Step 1a. Basic Registration

Interested parents/guardians call or email for an intake meeting and tour. After the intake meeting, interested parents/guardians complete and submit a registration form for each child that wishes to enroll at Watershed. The registration form requests basic information such as name, home address, grade, last school attended and parents’/guardians’ contact information.

If registering for siblings, including multiples, a registration form must be completed for each child.

Step 1b. Lottery

At this point, Watershed has not needed to hold a lottery. If the number of students who register exceeds the student seats available, a lottery will be held. Currently enrolled students and siblings of currently enrolled students will have preference should this event occur. For all other students registered, a random lottery will occur.

Any registration form that is incomplete will not be accepted for the lottery. Inaccurate or incomplete information may delay or remove your child/children from the lottery.

If a lottery becomes necessary, registration forms should be submitted no later than June 15th. On years that a lottery is needed, the lottery shall occur the final week of June.

Since classes at Watershed are not organized by grade level, only one waiting list will be created. Whenever a vacancy occurs, whether prior to the start of, or during the academic year, the school will contact the parent/guardian of the subsequent child on the list. Three attempts will be made to contact the parent/guardian. If the parent/guardian does not respond, the student will be removed from the waiting list and the school will move on to the next student on the waiting list. Documentation of the attempted parent contact shall be maintained by the school. *Families on the waiting list are responsible to notify the school of changes in contact information.*

Waiting lists will not be carried over from academic year to academic year. Prospective students must re-register each academic year.

Once enrolled at Watershed, students do not need to enter the lottery again for the next academic year but must submit their “Intent to Return” form by the lottery date.

***If there is no lottery, registration for new students will be accepted up to capacity all year long.***

2. Enrollment

In years where there is no lottery, a student may formally enroll after intake meeting takes place and the registration form is returned. A complete enrollment packet must be submitted prior to the student being admitted to school (including immunization forms required by law).