



THOMAS  
MACLAREN  
SCHOOL

**Enrollment Policy (K-12)**  
**General School Administration**  
**Revised April 23, 2025**

Thomas MacLaren School will recruit students in a manner that ensures equal access to the school and does not discriminate against students of a particular race, color, national origin, religion, sex, or other legally protected class. Furthermore, MacLaren's Enrollment Policy, as defined below, is designed to meet the requirements of Colorado Revised Statute 22-30.5-507 (3), ensure equal access to the school, and serve at-risk students (defined as those eligible for free and reduced-price lunch).

Admission to Thomas MacLaren School will be granted through a lottery process. In order to be eligible for the lottery, interested parents/guardians must complete a Letter of Intent and comply with all of the admission deadlines specified in the Enrollment Calendar, found on the school website.

All children entering Kindergarten must be five on or before October 1 of that school year.

MacLaren's lottery will be on January 31 (unless this date falls on a weekend, in which case it would be on the Friday preceding January 31). The lottery will begin with the kindergarten class. Families will be notified of lottery results shortly after the lottery run. Families have two business days to accept or decline the place offered to their child, after which time MacLaren will move down the waitlist.

1. Thomas MacLaren School will hold a lottery per grade level. As the charter for the Upper School includes single-sex sections, the Board gives the Executive Director the authority to create coed sections in the Upper School if enrollment of one gender is too low to staff one section.
2. Each section is capped at 22 students in kindergarten, 27 students in grades 1-5, 25 students in grade 6, 23 in grade 7, 21 in grade 8 and 19 in all high school classes. At the discretion of the Executive Director, a class may be oversubscribed under special circumstances.
  - a. Letters of Intent must be submitted no later than two business days before the lottery to be included in the lottery.

- b. Students entering grades 7-12 must take a grade-placement diagnostic after the lottery. To ensure room for grade placement after the lottery, MacLaren will hold 10 spots per lottery. These spots will remain open for two weeks after the day of the lottery. During this time, if the diagnostic shows grade-readiness, e.g., for the 8<sup>th</sup> grade, that spot is secured. If one grade lower is recommended, the student has secured a spot in the 7<sup>th</sup> grade.
    - c. MacLaren students take Algebra in the 8<sup>th</sup> grade. Any student entering into the high school must show evidence of being currently enrolled in an Algebra course or having passed an Algebra course in addition to passing the high school math diagnostic.
3. The lottery begins by filling any open seats left in light of class caps. Anyone who receives an open seat is guaranteed a seat at MacLaren, pending grade-placement. Once open seats are filled, the lottery places students on the waitlist. Priority for lottery and waitlist are listed here:
  - a. Category 1 – Priority enrollment will be given to siblings of currently enrolled MacLaren students, and children of founding families and part-time and full-time staff.
  - b. Category 2 – If sections (by grade) remain unfilled after returning students and Categories 1 enrollments, separate lotteries among all applicants will be held.
4. On the day of the lottery, once all slots are filled, the lottery process will continue to establish the place of remaining students on a waiting list, according to the categories above:
  - a. Any siblings of students who were offered a spot during the lottery will receive preference on the waitlist; this preference ends if a sibling withdraws.
  - b. Lottery for remaining spots will fill out the waitlist.
5. In the two weeks after the lottery, anyone on the waitlist in grades 7-12 will take a grade placement diagnostic. If a grade level below is required, the equivalent spot on that waitlist will be offered. This diagnostic testing must be finalized within two weeks after the lottery. Grade placement should be finalized within the following two weeks.

6. After the day of the lottery, the waitlist will be adjusted according to the categories listed in #4 above.
  - a. Students seeking enrollment in grades 7-12 after the lottery will take the grade placement diagnostic to determine which waitlist they enter. Priority on the waitlist will be determined by the date on the Letter of Intent followed by the date of the diagnostic test.
7. Special Education Enrollment: Thomas MacLaren School seeks to provide an excellent education to a diverse body of students and seeks to honor the letter and the spirit of the Individuals with Disabilities Education Act (IDEA) by offering a Free Appropriate Public Education to students in our community. The Letter of Intent does not solicit information about a student's Special Education status.
8. The lottery will be conducted by means of PowerSchool Enrollment, an online system designed to streamline the enrollment process for parents.

MacLaren has the right to continue to accept students up to Student Count day (usually October 1 of each year). To be eligible to enroll up to Count Day, Letters of Intent must be received no later than end-of-day 5 business days before Count Day; this allows for enrollment paperwork and diagnostic testing for students enrolling in grades 7-12 to be completed. Final enrollment must be complete one business day before Count Day, allowing student to attend on Count Day.

While quite rare, MacLaren reserves the right to accept students after this date. Students who applied for enrollment and were placed on a waiting list must re-apply the following year; Letters of Intent do not carry over from year to year.

Once classes have begun: if a student does not attend for at least one day within the first ten days of school and attempts to contact family have not produced a response, parents will be considered to have abandoned the seat, and the seat will be offered to students on the waitlist.

#### ***Addendum: Foreign Exchange Students***

Foreign exchange students are welcome at MacLaren. Their acceptance and placement follow our standard enrollment procedures:

- A Letter of Intent must be filled out; the student will enter the lottery or the waiting list along with all other students seeking a spot at MacLaren.
- As most exchange students use English as a second language, we will give the Reading diagnostic as a baseline, but not an indicator of grade-level placement.
- Exchange students do need to pass the appropriate math diagnostic to be placed in the grade level requested.
- Many exchange programs require American history or civics as a mandatory course; any student needing American history/civics must enroll in the 9<sup>th</sup> grade (and per policy above cannot be more than one year older than a 9<sup>th</sup> grader).

- Once an exchange student receives a spot, the course of study can only be what other students in that grade are assigned. MacLaren cannot create alternate schedules to accommodate the needs of the exchange program. MacLaren does not offer tracking; any student wishing to be placed at MacLaren must take the courses offered to all other students in that grade.
- Exchange students must have a J-1 visa.

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