

PLEASE READ INSTRUCTIONS CAREFULLY...

Online enrollment MUST be completed before going to the Central Office. You should not contact Eagleview MS until you received a “pink” slip from the Central Registry Office confirming enrollment at Eagleview MS.

Once this is complete, please call or email (please do not come to EMS) Tammy LaBerge, School Registrar at (719)234-3436 tammy.laberge@asd20.org to make a Counseling appointment.

Each student new to the district will need to take a Math Assessment and complete an Orientation Session with an Eagleview Counselor. At least one parent/guardian should be in attendance at this session. The Orientation will take ½ hour and testing will take at least 1 hour. After this is complete, the counselor will assign your student to a team and build the student’s schedule.

Enrollment Procedures

1. Enrollment for all schools/programs begins online www.asd20.org. Select “Enroll” at the top of the screen (see below). After you electronically submit the registration forms from the online process, bring the following documents to Central Registry:

- Verification of address (warranty deed, bill of sale, settlement statement from closing, signed contract with a closing date, current signed rental agreement, current El Paso County tax notice or quarters assignment lease from USAFA housing office);
- Picture ID of legal parent/guardian; child’s registered state birth certificate;
- Child’s immunization record;
- Custody documents (required if child does not live with both legal/biological parents; call Central Registry at 234-1200 for specific requirements);
- IEP (required if applicable).

(Note: The online registration information is purged after 60 days).

2. Enrollment in a choice school is completed only after a student’s choice form is approved, unless the student is registering for Kindergarten. **The Choice Application Window is from January 2, 2015 until 4:00pm on February 20, 2015** for attendance beginning the following fall. Choice forms are completed online, and page two is signed and faxed to (719) 234-1286 or delivered to Central Registry by 4:00pm on February 20, 2015. *(Note: this is not a first come first serve basis).*

******Once a student is initially approved through the Choice process, continued approval is contingent upon the student being enrolled in school and regularly attending class from the start of the school year.******

3. If you enroll in your neighborhood school, you will automatically continue in your neighborhood feeder system through high school unless you choose elsewhere. If you are new to the district and do not indicate a school other than your neighborhood school, you will be automatically enrolled in your neighborhood school if space exists.

4. **For District 20 residents only**, regardless of the program, any school in which you enroll will become your designated assigned school. This means when you transition to another level (e.g. elementary school to middle school or middle school to high school), you will automatically be transferred to the school that your current/designated school rolls into. On the Feeder System page in the Choice Booklet, find your current school to learn what school your student will attend when transitioning to the next level.

5. Students who are admitted from out-of-district must re-apply at the conclusion of the building/educational level (elementary, middle). ***Exception:** Non-resident students whose parent(s) is a regular, full-time District Twenty employee will follow the “feeder system” and will not need to “choose” at the conclusion of the building/educational level.

NOTE: It is highly recommended that you review Board Policies regarding transportation, admission, school assignment, open enrollment and attendance. Information is available on the Academy District Twenty website at www.asd20.org.

