



HOPE Academy

Sponsored by Collegiate Academy of Colorado

Family Name _____

Parent Admissions Checklist 2022-2023 School Year

Please complete each item that applies to your child to ensure enrollment.

First Round Choice Enrollment (December 13, 2021 – January 14, 2022)

All new enrollments must be completed through [EnrollJeffco.org](https://enrolljeffco.org)

- You must first Create/Update an account in EnrollJeffco – **Parent creates account first, then adds children. Existing families will need to add a new student to their existing EnrollJeffco account.**
- Only create one if you have never had a student in a Jeffco School.
- Select the school(s) you want your child to attend.
- If new/changing schools, you will need to accept the enrollment offer sent to you by email.
- jeffcopublicschools.org/schools/enrollment/enrolljeffco (**instructions are available on site**)

Please upload and submit the following as soon as you have decided to enroll at HOPE:

- HOPE Academy Admissions Application must be submitted online through [EnrollJeffco.org](https://enrolljeffco.org)
- Transcripts and/or Interim Report Cards, Elementary Report Cards (**from current/previous school**)
- Attendance & Behavior Reports (**from current/previous school**)
- Current IEP, ALP, 504 Plan, or other pertinent information
- Upload required documentation. After you accept the offer to join HOPE, you will receive an email asking you to sign into Campus Parent Portal to upload your student's birth certificate and immunization record.
 - Birth Certificate and Immunization Record (**up-to-date copy or exemption forms**)
- In addition to uploading documents, you will complete your student's registration process by verifying your address, answering a few questions, and signing off on school-related agreements.
 - Proof of Residency (**Jeffco residents**)
 - Copy of recent utility or phone bill, and must have name and current address on it.
 - Must be in the parent's/legal guardian's name.

After First Round Lottery offers have happened (Letters will be sent providing instructions for enrollment) and you choose to accept the offer, and want to enroll –

- Acceptance acknowledgement has been completed in EnrollJeffco
- HOPE Academy Enrollment Paperwork completed (**can be found on HOPE website hopemustangs.us on the enrollment tab**)
- Schedule an Entrance/Scheduling Meeting (All Grades)
- Attend New Family Orientation Meeting in August.

Second Round Choice Enrollment (January 21, 2022-August 30, 2022)

- All applicants will be accepted on a first come, first serve process.
- The above process will be applied for enrolling students.