



405 El Monte Place
Manitou Springs, Colorado 80829
mssd14.org

Dear Applicant:

Thank you for your interest in Manitou Springs School District 14. In order to be considered for choice enrollment, you must complete and return the following items to the District Registrar:

- District Choice Application (attached)
- District Records Request Form (attached)

Once your Choice application has been completed and reviewed, you will be contacted by the school or district registrar regarding the final decision.

Applications need to be submitted to:

Christina Baker (District Registrar)

- Email - cbaker@mssd14.org (preferred)
- Fax - 719-685-4536
- In person - District Administration Office (SILC Building) at 405 El Monte Place; Manitou Springs, 80829 (behind the high school)
Weekdays from 7am to 4pm

Sincerely,
Christina Baker
District Registrar



Applying School Year

Choice Enrollment Application

Student Name: _____ Date: _____

Birth Date: _____ Entry Grade: _____ Gender: Male Female

Printed Name of Parent/Guardian: _____

Residence Address: _____

Daytime Phone#: _____ Evening Phone #: _____

Mailing Address: _____ Email Address: _____

Requested School: Ute Pass Elementary (UPES) Manitou Springs Elementary (MSES)
 Manitou Springs Middle School (MSMS) Manitou Springs High School (MSHS)

Student is currently attending: School: _____ District: _____

Current School Address: _____

Student's School of Residence: _____

Reason for Request: _____

My student has been considered for, has received, or is currently receiving the following services:

Special Education/IEP Gifted/Talented English Language Learner 504 Plan

If your student has ever been found eligible for any of the above educational services, you will need to fax the above educational plan to 719-685-4536, Attn: Melissa McElhaney.

My student has has not been suspended or expelled from another school district or private school within the past 12 months, nor has he/she engaged in conduct within the past 12 months that was detrimental to the safety or welfare of another student or school personnel.

Please list other siblings:

Name: _____ School: _____ Grade: _____ application pending currently attending

Name: _____ School: _____ Grade: _____ application pending currently attending

Name: _____ School: _____ Grade: _____ application pending currently attending

Student Name: _____

I understand and accept the following conditions if this application request is granted:

1. Your completed Choice Enrollment application will be reviewed only after all application materials have been received.
2. This approved Choice Enrollment application will be valid for attendance at the requested school and that each year my choice enrollment status will be reevaluated. My approved Choice Enrollment for one level (e.g. elementary, middle, or high) does not guarantee an approved Choice Enrollment at the next level. Before considering requests for admission of new non-residents, priority shall be given to resident students and returning non-resident students, upon approval.
3. Approval of this request is based upon the space available in the receiving school and the resources available to serve your child.
4. I understand that transportation to and from school will be my responsibility. District transportation is not provided.
5. The district's decision as to whether to accept my child's enrollment is dependent upon my truthful response to all questions asked herein. Therefore, if my child is granted permission to enroll in the District, it shall be on a conditional basis; and in the event the District should subsequently determine that one or more answers provided were untruthful, with respect to denial reasons in #3 and #6, the District in its sole discretion may revoke this conditional admission.
6. Manitou Springs School District 14 has the right to deny admission to any student that has been expelled from this or any other district in the last 12 months, or who has been expelled as a habitually disruptive student or for a serious violation necessitating mandatory expulsion, or has behaved in a manner that is detrimental to the welfare or safety of other pupils or of school personnel (C.R.S. 2-33-106(1) (c.5) (d), (1.2) F. (C.R.S. 22-36-101 (3) a-e).

Manitou Springs School District 14 is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity. Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal or MSSD14 administration.

I understand and accept the conditions listed above.

Parent/Guardian Signature

Date

Refer to MSSD14 Board of Education Policy JFBA/JRBB and associated regulation JFBA/JFBB-R for more information

For Office Use Only

Date Received: _____ By: _____

Denial Letter Sent: _____

Choice Enrollment Expiration Date: _____

Approved Denied – Reason: _____

Principal Signature

Date



Manitou Springs School District 14

Relationships, Deep Learning, Opportunity

Request for Student Records

Originating School or Institution

Name of Previous School Agency: _____

Phone: _____ Email: _____ Fax: _____

City: _____ State: _____ Zip Code: _____

Student Information

Legal Name (last, first, middle): _____

Birth Date: _____ Grade Level: _____ Last Date of Attendance (approx.): _____

Signature of Parent/Guardian: _____ Date of Request: _____

Colorado ID # (SASID): _____

The Following Records Are Hereby Requested:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Copy of Birth Certificate | <input checked="" type="checkbox"/> Gifted & Talented/Advanced Learning Plan (ALP) (if applicable) |
| <input checked="" type="checkbox"/> Transcripts or Report Cards | <input checked="" type="checkbox"/> Graduation Guidelines Completion Evidence (CO) |
| <input checked="" type="checkbox"/> Test Data/Standardized Test Scores | <input checked="" type="checkbox"/> Attendance Records |
| <input checked="" type="checkbox"/> English Language/WIDA Screener Scores/WIDA ACCESS Scores (if applicable) | <input checked="" type="checkbox"/> Discipline Records |
| <input checked="" type="checkbox"/> CogAT Test Scores (2 nd and 6 th Grade) | <input checked="" type="checkbox"/> Immunizations Records |
| <input checked="" type="checkbox"/> List of Courses and Grades at Time of Withdrawal | <input checked="" type="checkbox"/> Other Assessments or Plans (e.g., social emotional, risk, threat, safety) |
| <input checked="" type="checkbox"/> READ Plan (if applicable) | <input checked="" type="checkbox"/> Threat/Risk Assessments |
| <input checked="" type="checkbox"/> Current Individual Education Plan (IEP)& Most Recent Evaluation (if applicable) | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> 504 Plan (if applicable) | |

Does this student have any fines or fees: No Yes _____

Signature of Requesting School Representative

Signature

Printed Name, Title

Date

PLEASE SEND TO:

2nd Request _____

3rd Request _____

4th Request _____

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) as revised, states (a) An education agency or institution may disclose identifiable information from an education record or a student without the written consent of the parent of the student or the eligible student is (1) The disclosure is to other school officials, including teacher, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.