

Clackamas Middle College

North Clackamas School District
A Public Charter High School
Application Process



Clackamas Middle College

12021 SE 82nd Avenue

Happy Valley, Oregon, 97086

www.clackamasmiddlecollege.org

Phone (503)-518-5925/Fax (503)-518-5928

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For enrollment into CMC, please complete Step 1 and Step 2 below:

Step 1

- Complete the online application (click on Step 1 located on the menu bar to the right) to be considered for enrollment or placed on the waiting list if our school is at capacity.
- All fields must be completed for consideration.

Step 2

- Once Step 1 (online application) is complete, download, print and complete the following documents for enrollment to Clackamas Middle College:
 - Adult recommendation
 - Online application to Clackamas Community College (see directions on documents for admission on Step 2 located on the menu bar to the right)
 - Print out of email confirmation of CCC enrollment including information pertaining to your myClackamas username and password
 - Take Accuplacer Placement Tests in math, reading, writing (bring in a copy of your test scores)
 - Transcripts from prior high school (if applicable)

Clackamas Middle College

Clackamas Middle College (CMC) is a public charter school approved by the State of Oregon and the North Clackamas School District. CMC is accredited and is a member of Oregon Schools Activity Association (OSAA). Clackamas Middle College provides students with a blend of strong academic coursework, skills for college success, and beginning college opportunities. Additional support is provided through counseling, mentoring and an in-school tutoring program. CMC provides courses that meet the North Clackamas School District expectations and standards.

College Transitional Programs

There are four programs within Clackamas Middle College where students can obtain college credit. Each program will allow students the opportunity to transition to Clackamas Community College as a full-time college students. Every term, Clackamas Middle College assesses its students, and places them in the proper program based on their "college readiness." As students develop college readiness skills, CMC offers access to Clackamas Community College opportunities for which students are awarded dual high school and college credit toward a high school diploma, college certificate, and transfer degree. The four programs are listed below:

1. **CMC College Prep**
2. **Pathways to College**
3. **Pathways to Careers**
4. **College Extended Options**

CMC offers an accredited high school diploma (24 credits) through innovative high school/college transition classes along with a specialized service learning and senior internship program. The requirements of the diploma follow state requirements and guidelines. For information about our college transition programs, refer to our website.

Frequently asked Questions

What is a charter school?

A charter school is a public school created or organized by a group of teachers, parents and community leaders and is usually sponsored by an existing local public school board or county board of education. Clackamas Middle College is sponsored by North Clackamas School District and receives funding through the State of Oregon.

What is a complete application?

A complete application consists of the completed application, middle/high school transcript, current school schedule, CCC Compass test scores, letters of recommendation, completed student essay, email verification of CCC ID# and account (see page 1).

Do I have to pay tuition?

No, Clackamas Middle College is a public charter school and therefore there is no tuition.

What is the admissions process?

Complete this application and turn it in to the secretary at CMC who will date it and create a file for the admissions' committee to process. Turning the application in directly to CMC will speed the process. All items listed on front page will constitute a completed application.

How soon are students admitted after turning in an application?

As soon as there is an opening, students will be notified by a CMC counselor, and an enrollment interview will be set up. If we have reached our enrollment cap, then the student will be placed on a waiting list.

Can I transfer back to my original high school?

Yes, students who choose to go elsewhere can transfer back to their original high school. However, you should talk to your current high school counselor for more specific details on transitioning between high schools.

What makes a successful CMC student?

Students experiencing success at Clackamas Middle College demonstrate consistent attendance, show academic ability (through grades and or college entrance test scores) and are motivated toward college opportunities.

Is transportation provided?

Only students living within the North Clackamas School District boundary will be provided school busing. However, CMC is located next to a TriMet stop and near the MAX Greenline. If a student lives outside the boundaries of the North Clackamas School District, it is the responsibility of the family to provide for transportation to and from CMC.

Do I need to complete any District or State testing?

Yes, Clackamas Middle College abides by the academic requirements set forth by both the North Clackamas School District and the state of Oregon.

Application

Today's Date: _____ Birth date: ____ / ____ / ____

Gender (Circle One): M F Age: _____

Name: _____
Last First Middle

Current Grade in school: _____

Synergy (six digit student number): _____

Guardian's Name(s): _____ Relation to Student: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Guardian's Home phone: () _____
Father Mother

Guardian's Work phone: () _____
Father Mother

Guardian's Cell phone: () _____
Father Mother

Student's Cell phone: () _____

Parent's Current Email Address: _____ *(required)*

Student's Current Email Address: _____ *(required)*

Last Grade Attended: _____

Last School Attended: _____

Resident High School: _____ *(required)*

Counselor's name: _____ *(required)*

List current academic status:

___ currently enrolled at _____

___ not currently enrolled in a school

Have you ever been suspended? ___ yes ___ no.....expelled? ___ yes ___ no

If yes, please briefly explain:

Student signature: _____

Parent/legal guardian signature: _____

.....
All students are required to take the following placement tests for admission into Clackamas Middle College

Accuplacer Test score in Math: _____

Accuplacer Test score in Reading: _____

Accuplacer Test score in Writing: _____

We must have a copy of test scores included with application.

For information about the placement tests and location of the testing centers, click on the Enroll link on the home page of the website: www.clackasmiddlecollege.org

Adult Recommendation

An adult recommendation must come from a school counselor, teacher or an administrator. This recommendation needs to be completed for your application to be considered complete. The quality of this recommendation will not be considered as criteria for acceptance. Please take a moment to describe the student's strengths and explain why you think Clackamas Middle College will be a good school for this student.

1. Why is this student a good fit for CMC?

2. What are some strengths this student possesses and what may hinder future success for this student?

Adult signature: _____

Phone: _____



12021 SE 82nd Avenue, Happy Valley, Oregon 97086 www.clackasmiddlecollege.org
phone 503-518-5925 fax 503-518-5928

If you have any questions, please contact one of our CMC Counselors below at 503-518-5925

Michael Ferber, CMC Counselor, at Ext. 20 or at ferberm@nclack.k12.or.us

Karyn Renehan, College Transition Counselor, at Ext. 18 or at renehank@nclack.k12.or.us

Kami Aguilar, CMC Counselor, at Ext. 21 or at aguilark@nclack.k12.or.us

Online Application for Clackamas Community College

Go to CCC website (www.clackamas.edu).

On the top navigation bar, hover over ADMISSIONS & FINANCIAL AID and select 'Apply Now' from the drop down bar.

In the third box labeled 'Earn college credit while I am still in high school,' select 'at my high school or other designated location.'

This is where you will enter your personal information to create your account, beginning with your social security number.

The online application has three pages:

- 1st Page - personal information
- 2nd page - contact information
- 3rd page - high school information (Enter 'Clackamas Middle College' and select 'Find School.'

When filling out your application, the ***MOST IMPORTANT*** things to make sure you enter correctly are:

- *First and Last name – double check they are spelled correctly*
- *Email address (this should be the student's email address, not parent address)*
- *Date of Birth (eight numbers – mm/dd/yyyy)*

On the third page of the application, read the certification of application information and academics standards policies, click 'I agree' and then click 'Submit.'

You will then get a series of two emails within the next 24 hours. You will receive an initial email confirming your application and another containing your myClackamas account information (your username and password).

You will be able to change your password upon logging into your myClackamas account for the first time. Please change your temporary password to your date of birth (eight numbers – mmdyyyy).

NCS D STUDENT REGISTRATION FORM

SCHOOL _____ ADMISSION REASON _____ ENTRY DATE _____ GRADE _____ COUNSELOR (OR TEACHER) NAME _____ STUDENT I.D. NO. _____

STUDENT INFORMATION - If student is living in any of the following circumstances, additional services may be available: Sharing housing with friends or family, living in a shelter or motel, or if you are a student who is living away from your parent or legal guardian. Please check the box and notify office staff.

INSTRUCTIONS: The Registration form is an official record. The questions on the form ask for important information that will help provide services for your child. Some of the questions are explained below. If you need further information, please contact your school. **Please print using a ball-point pen, completing both pages.**

STUDENT INFORMATION

1. LEGAL LAST NAME _____ 2. LEGAL FIRST NAME _____ 3. LEGAL MIDDLE NAME _____ 4. SUFFIX _____ 5. PREFERRED LAST NAME (if different) _____ 6. PREFERRED FIRST NAME _____ 7. BIRTH DATE _____ / ____ / ____

8. ETHNICITY: HISPANIC/LATINO _____ 9. RACE (Check at least one, and all that apply): American Indian or Alaska Native Asian Native Hawaiian or Other Pacific Islander Black or African American White

12. HOME ADDRESS (Street Address & Apartment No.) _____ 13. CITY _____ 14. STATE _____ 15. ZIP CODE _____

17. DIFFERENT MAILING ADDRESS _____ 18. CITY _____ 19. STATE _____ 20. ZIP CODE _____

23. PREVIOUS SCHOOL DISTRICT ATTENDED _____ 24. PREVIOUS SCHOOL ATTENDED _____ 25. PREVIOUS SCHOOL CITY AND/OR STATE _____

27. IS THE STUDENT, PARENT, OR A GRANDPARENT A MEMBER OF A U.S. FEDERALLY RECOGNIZED AMERICAN INDIAN TRIBE? Yes No (Establishes District Eligibility for Federal Funding)

HOME LANGUAGE SURVEY

28. IS A LANGUAGE OTHER THAN ENGLISH THE STUDENT'S FIRST LANGUAGE OR THE LANGUAGE MOST USED? Yes No If Yes, please complete the following three boxes: Student's first language _____ Language most used by student _____

29. HOME COMMUNICATION Language Other Than English for Home Communication (Please List): _____ Interpreter needed? Yes No

PARENT/GUARDIAN INFORMATION (In emergency, parent/guardian on Page 1 will be called 1st and 2nd unless otherwise shown in the Emergency Contacts section)

30. FIRST PARENT/GUARDIAN ADULT: Mother Father Guardian Other: _____

31. CONTACT IN EMERGENCY? Yes No Contact Order #: 1st 2nd 3rd 4th 5th

32. LAST NAME _____ 33. FIRST NAME _____

34. ADDRESS: Living with student? Yes No If no, please fill address Same as student address? Yes No In box No. 35. _____ 35. DIFFERENT ADDRESS _____

36. HOME PHONE NO. _____ 37. CELL PHONE NO. _____ 38. WORK PHONE NO. _____ 39. SPEAKS ENGLISH: If NO, primary language: _____ Yes No

40. EMAIL ADDRESS _____

41. INTERESTED IN VOLUNTEERING: Yes No 42. LIVE/WORK ON FEDERAL PROPERTY: (ESTABLISHES DISTRICT ELIGIBILITY FOR FEDERAL FUNDING) Yes No 43. MIGRANT WORKER: (ESTABLISHES DISTRICT ELIGIBILITY FOR FEDERAL FUNDING) Yes No 44. ACTIVE MILITARY: (MEMBER OF THE ARMED FORCES ON ACTIVE DUTY OR FULL TIME NATIONAL GUARD) Yes No

45. SECOND PARENT/RESPONSIBLE ADULT: Mother Father Guardian Other: _____ 46. CONTACT IN EMERGENCY? Yes No Contact Order #: 1st 2nd 3rd 4th 5th 47. LAST NAME _____ 48. FIRST NAME _____

49. ADDRESS: Living with student? Yes No If no, please fill address Same as student address? Yes No In box No. 50. _____ 50. DIFFERENT ADDRESS _____

51. HOME PHONE NO. _____ 52. CELL PHONE NO. _____ 53. WORK PHONE NO. _____ 54. SPEAKS ENGLISH: If NO, primary language: _____ Yes No 55. EMAIL ADDRESS _____

56. INTERESTED IN VOLUNTEERING: Yes No 57. LIVE/WORK ON FEDERAL PROPERTY: (ESTABLISHES DISTRICT ELIGIBILITY FOR FEDERAL FUNDING) Yes No 58. MIGRANT WORKER: (ESTABLISHES DISTRICT ELIGIBILITY FOR FEDERAL FUNDING) Yes No 59. ACTIVE MILITARY: (MEMBER OF THE ARMED FORCES ON ACTIVE DUTY OR FULL TIME NATIONAL GUARD) Yes No

ADDITIONAL EMERGENCY CONTACTS (In emergency, parent/guardians on page 1 will be called 1st and 2nd unless shown otherwise below)
 Please use separate sheet to list additional emergency contacts.

60. LAST NAME	61. FIRST NAME	62. RELATIONSHIP	63. CALL ORDER
64. HOME PHONE NO. () () ()	65. CELL PHONE NO. () () ()	66. WORK PHONE NO. () () ()	67. CAN THIS PERSON PICK UP STUDENT AT SCHOOL? Yes <input type="checkbox"/> No <input type="checkbox"/>
68. LAST NAME	69. FIRST NAME	70. RELATIONSHIP	71. CALL ORDER
72. HOME PHONE NO. () () ()	73. CELL PHONE NO. () () ()	74. WORK PHONE NO. () () ()	75. CAN THIS PERSON PICK UP STUDENT AT SCHOOL? Yes <input type="checkbox"/> No <input type="checkbox"/>
76. LAST NAME	77. FIRST NAME	78. RELATIONSHIP	79. CALL ORDER
80. HOME PHONE NO. () () ()	81. CELL PHONE NO. () () ()	82. WORK PHONE NO. () () ()	83. CAN THIS PERSON PICK UP STUDENT AT SCHOOL? Yes <input type="checkbox"/> No <input type="checkbox"/>

MEDICAL INFORMATION School staff need to know when your child has a current ongoing health condition for which they may require help during the school day.

84. DOCTOR'S NAME	85. PHONE NO. () () ()	86. DENTIST'S NAME	87. PHONE NO. () () ()
88. PREFERRED HOSPITAL	89. INSURANCE CARRIER (optional)		
90. PLEASE CHECK ANY CURRENT OR ONGOING CONDITIONS: <input type="checkbox"/> Asthma <input type="checkbox"/> Heart Disease <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Diabetes <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Date of Diagnosis: _____ <input type="checkbox"/> Other: _____			
91. OTHER SPECIAL HEALTH NEEDS AT SCHOOL			
92. MEDICATIONS TAKEN BY STUDENT			

EVERY STUDENT HAS THE RIGHT TO BE TRANSPORTED IN CASE OF A MEDICAL EMERGENCY. EMS (EMERGENCY MEDICAL SERVICES) MAKES THE FINAL DECISION FOR THE SITE OF BEST AVAILABLE CARE WHEN SERIOUS ILLNESS, ACCIDENT, OR OTHER EMERGENCY EVENT REQUIRES YOUR CHILD TO BE TRANSPORTED TO A HOSPITAL. IF POSSIBLE, EMS WILL BE ADVISED OF YOUR HOSPITAL PREFERENCE.

SIBLINGS (Attending the North Clackamas School District) Please use separate sheet to list additional siblings.

93. LAST NAME	94. FIRST NAME	95. AGE	96. SCHOOL	97. GRADE
98. LAST NAME	99. FIRST NAME	100. AGE	101. SCHOOL	102. GRADE

PERMISSIONS / AUTHORIZATIONS

- STUDENTS ARE PROVIDED INTERNET ACCESS AND EMAIL ACCOUNTS TO SUPPORT CLASSROOM INSTRUCTION. PLEASE REFER TO THE NORTH CLACKAMAS SCHOOL DISTRICT STUDENT AND FAMILY HANDBOOK FOR GUIDELINES FOR STUDENT INTERNET USE. IF YOU DO NOT WANT YOUR STUDENT TO HAVE ACCESS TO THE INTERNET OR EMAIL, PLEASE SUBMIT A WRITTEN REQUEST TO YOUR SCHOOL. THIS REQUEST MUST BE COMPLETED EACH YEAR.
- UNDER FEDERAL LAW AND SCHOOL POLICY, THE SCHOOL DISTRICT MAY RELEASE THE FOLLOWING INFORMATION WITHOUT PRIOR CONSENT: STUDENT NAME, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBER OF ATHLETIC TEAMS, DEGREES, HONORS AND AWARDS RECEIVED, MAJOR FIELD OF STUDENT, DATES OF ATTENDANCE, AND THE MOST RECENT SCHOOL ATTENDED. IF YOU DO NOT WANT THIS INFORMATION RELEASED, PLEASE SUBMIT A WRITTEN REQUEST TO YOUR SCHOOL. THIS REQUEST MUST BE COMPLETED EACH YEAR.
- STUDENT PHOTOS, VIDEOS, AND STUDENT WORK ARE COMMONLY USED IN YEARBOOKS, NEWSLETTERS, WEBSITES, AND OTHER SCHOOL-RELATED PUBLICATIONS. IF YOU DO NOT WANT YOUR STUDENT'S PHOTO, VIDEO, OR WORK USED OR RELEASED FOR THESE PURPOSES OR FOR NEWS MEDIA, PLEASE SUBMIT A WRITTEN REQUEST TO YOUR SCHOOL. THIS REQUEST MUST BE COMPLETED EACH YEAR.
- THE 'EVERY STUDENT SUCCEEDS ACT OF 2016' REQUIRES SCHOOL DISTRICTS TO PROVIDE, UPON REQUEST, THE NAMES, ADDRESSES, AND PHONE NUMBERS OF JUNIORS AND SENIORS TO MILITARY RECRUITERS, COLLEGES, AND UNIVERSITIES. IF YOU DO NOT WANT THE SCHOOL DISTRICT TO PROVIDE INFORMATION ABOUT YOUR STUDENT TO EITHER THE MILITARY OR COLLEGES AND UNIVERSITIES, PLEASE SUBMIT A WRITTEN REQUEST TO YOUR SCHOOL. THIS REQUEST MUST BE COMPLETED EACH YEAR.
- THE DISTRICT/SCHOOL WILL, AT TIMES, CONTACT YOU VIA YOUR EMAIL, CELL PHONE, WORK PHONE, AND/OR HOME PHONE THROUGH OUR DISTRICT'S AUTODIALING SYSTEM TO NOTIFY YOU OF ATTENDANCE, EVENTS, AND/OR EMERGENCIES. IF YOU DO NOT WANT TO RECEIVE MESSAGES VIA ALL OR SOME OF THESE METHODS, PLEASE CONTACT YOUR SCHOOL TO MAKE A REQUEST.

PARENT/GUARDIAN/RESPONSIBLE ADULT AUTHORIZATION (REQUIRED)

X	DATE
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AUTHORIZATION TO RELEASE RECORDS

ATTENTION:

School/Agency _____ Date of Request _____
 Name _____ Phone _____ Fax _____
 Address _____ City/State/Zip _____

STUDENT _____	DOB _____
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SEND RECORDS TO:

School Clackamas Middle College Contact Crystal Eschweiler
 Address 12021 SE 82nd Ave Phone 503-518-5925
 City/State/Zip Happy Valley OR 97086 Fax 503-518-5928

SCHOOL RECORDS REQUESTED:

The above named student has enrolled in our district. Please release records including permanent record, Certificate of Immunization Status, tuberculosis certificate, Health Record Folder, special education records, special program records (TAG, etc.), behavioral records relating to suspension, expulsion, or eligibility for special education and any other records typically maintained for students. Parent/guardian signature is not required in this district for these records.

ALL OTHER SERVICES/AGENCIES:

Parent/guardian written consent has been obtained (see below) to exchange the following information on the above named student.

INFORMATION REQUESTED: _____

PURPOSE OF THIS REQUEST: _____

Parent/Guardian Signature _____ Date _____

I hereby request and permit the release and forwarding of the student records indicated herein for the above named student. I understand my right to review these records.

As defined by Oregon law:
 1. Educational records are those records that are directly related to a student and maintained by another educational agency or institution.
 2. Release means to permit access to, transfer or other communication of educational records or personally identifiable information contained in those records, by any means, oral, written, or electronic.



Attendance Policy

CMC Family,

To improve student achievement, and prepare students for college, Clackamas Middle College will implement the following attendance policy. The CMC staff cares very much about student success and feels that attendance is a critical part of being academically successful. Each teacher will go over this policy in class, and each student will be responsible for bringing this letter home. Please sign this letter to ensure understanding of the policy and return to CMC with your son/daughter. Below you will find Clackamas Middle College's attendance policy:

Expectations

- Students are responsible for attending all classes. It is the goal of CMC staff that all students achieve college readiness both at CMC and Clackamas Community College. An important first step to achieving college readiness is regular daily attendance. Clackamas Middle College expects all students to attend all classes.
- If a student is later than fifteen minutes, the student will be counted absent.
- *Six or more absences (5 or more in College Readiness Seminar) in any one class will result in loss of eligibility for our Pathways Programs.*
- All students must schedule time to make up absences with their teacher immediately following their return. Time must be made up within two weeks of the absence. Teachers will record the time made up by each student, and take it into consideration when giving credit. *Students who miss 10 or more days (7 or more in College Readiness Seminar) in any one class will not receive credit for that class regardless of their final grade.* Students must follow this process for all absences.
- All absences (both excused and unexcused) will be calculated into student totals.
- Parent phone calls are encouraged. However, the absence will still be calculated into the student's total number of absences.
- When students return from an absence, a letter explaining the reason for absence with the date of the absence, parent/guardian signature, and any other documentation (doctor's note etc...), should be turned into the head secretary at CMC within two school days. These letters will be reviewed and taken into consideration prior to removal of credit.
- If students are going to be absent it is their responsibility to get assignments from teachers.

Clackamas Middle College



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12021 SE 82nd Avenue
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Phone: 503.518.5925
Fax: 503.518.5928

Continued...

CMC Communication and Notification of Student Absence*

- Each day that a student is absent, they will get a phone call home from the school.
- If a student is absent once within the first two weeks, teachers will contact home.
- If a student is absent twice within the first 4 weeks, the student and parent/guardian will be asked to meet with our counselor regarding the absence.
- If a student has 4 absences by mid-term, they will receive a letter of concern in their progress report.
- 6 or more absences (*5 or more in College Readiness Seminar*) will result in loss of eligibility for our Pathways Programs
- 8 absences will result in a meeting with student, parent/guardian, counselor and principal
- 10 absences (*7 or more in College Readiness Seminar*) will result in loss of credit for the class

***All students can make up each absence within the first two weeks upon returning**

***It is the student's responsibility to make up time and monitor each absence**

Student's name: _____

Student's signature: _____

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Thank you for helping us support the academic excellence of Clackamas Middle College and its students.

Sincerely,

Brian Sien, Ed.D.
Principal
Clackamas Middle College

Clackamas Middle College

Enrollment Policy and Procedures

In recognition of the enrollment cap which the North Clackamas School District has placed on the number of students enrolled in Clackamas Middle College and in accordance with the enrollment policy established by CMC as shown below, the following enrollment procedures for students seeking participation in our school has been developed. This policy written in CMC's charter is in compliance with Oregon Charter School Law and approved by the Oregon Department of Education and the Clackamas Charter Alliance Board of Directors.

Policy

In order to address the enrollment limits placed on Clackamas Middle College, students will be separated into priority groups and will be accepted into our school as space becomes available. In the event that the number of applicants exceeds the number of spaces available for enrollment, a lottery will be used to select students for entry into our school in the following order:

1. Students who were enrolled in the Clackamas Middle College in the prior year.
2. Siblings of current students who reside in the North Clackamas School District boundary and are presently registered to return to CMC the following year.
3. Siblings of current students who reside outside of the North Clackamas School District boundary and are presently registered to return to CMC the following year.
4. Students who reside within the North Clackamas School District boundary.
5. Students who reside outside of the North Clackamas School District boundary.

Enrollment

The maximum number of students who can enroll in the Clackamas Middle College is 300. This number has been reviewed by the North Clackamas School District and is in accordance with the school's official state enrollment records. Students who withdraw from our school during the academic year may be replaced with students from our enrollment waiting list.

Enrollment Procedure

Clackamas Middle College will not enroll any student for the upcoming year before January 1 of each year. The first enrollment period is from January 1 to March 15. The CMC enrollment window will close temporarily on March 15th. Once the application period has closed, CMC will compare the number of applicants to the number of spaces available. If the school receives more applications than there are spaces available, CMC will conduct a lottery, publicizing the date and time and giving families reasonable notice of at least one week before the lottery date. If there are spaces available, CMC will open up a second period of enrollment from March 16 to May 1. Once the application period has closed, CMC will compare the number of applicants to the number of spaces available. If the school receives more applications than there are spaces available, CMC will conduct a lottery, publicizing the date and time and giving families reasonable notice of at least one week before the lottery date. If there are still spaces available, CMC will open up a third period of enrollment from May 2 to the last day of the current school year. Once the application period has closed, CMC will compare the number of applicants to the number of spaces available. If the school receives more applications than there are spaces available, CMC will conduct a lottery, publicizing the date and time and giving families reasonable notice of at least one week before the lottery date.

The final selection of students will be subject to staff availability. New students are required to complete all information pertaining to grade placement on their application. **Important: Current students must confirm their intent to participate in our school or they will not receive enrollment priority.** Siblings of currently enrolled students or residents of the North Clackamas School District must complete all of the required information on their application to receive enrollment priority.

Eligible applicants are divided into five priority categories for each grade (Described under Policy). Each prospective student is assigned a number within his/her category and grade. The lottery procedure will become active when the number of prospective students exceeds CMC's capacity to support them. Student numbers will be drawn randomly during this process with an understanding that those chosen earliest in the lottery have the greatest chance of enrolling in our school.

*Note: All students will be notified by mail within a week of the enrollment closing date of their eligibility. Prospective students who were **not** selected to participate in fall enrollment will receive information regarding their status on the "Wait List". All other prospective students, who apply after the enrollment window has been reopened after the last day of the current school year, will be placed on a "Wait List" in the order in which CMC has received their application and as determined by the enrollment priority standards listed under Policy.*

Waiting List

As described above, prospective students not selected for available spaces in the enrollment lottery are placed on a waiting list, by grade and by the priority categories (sibling, in-district, and out-of district) in the order that their numbers were drawn. Students on the waiting list may be enrolled as space becomes available.

As positions become available, CMC will make offers of enrollment as follows:

- To the next sibling on that grade-level waiting list.
- If there are no siblings on the list, to the next in-district applicant.
- If there are no in-district applicants on the list, to the next out-of-district applicant.

Applicants on the waiting list roll over to the next grade level at the end of each school year. A prospective student on the waiting list continues to be enrollment-eligible until:

- The student is admitted to CMC, or
- A parent/guardian declines an offered position, or
- A parent/guardian withdraws the child from consideration.

A prospective student's waiting list category can change. If either of the following occurs, the prospective student is moved to the next spot in the relevant category of the waiting list for his/her grade level:

- His or her sibling begins attending CMC, or
- His or her family moves into or out of the North Clackamas School District boundary.

Note: In order to be considered a Clackamas Middle College student, your application must be received at our office. Prospective students will not be considered for enrollment or placed on our "Wait List" via phone call or email.