



## Kansas City International Academy Enrollment Process

### The Application Process

An application is officially submitted to KCIA when the completed application, including all required paperwork has been delivered to the school's office manager.

Applications will be distributed as widely as possible throughout the KCMSD boundaries, and parents/guardians of current students will be invited to re-enroll.

Kindergarten students must be 5 years old by August 31 in order to be admitted.

### Open Enrollment

The open enrollment deadline for KCIA is April 15. Up to the April 15<sup>th</sup> enrollment deadline, the following priorities, in order apply:

1. Current students of Kansas City International Academy
2. Siblings of current students
3. In the order of official enrollment

For applications submitted after the April 15<sup>th</sup> enrollment deadline the above priorities no longer apply.

### Lottery Process

If Kansas City International Academy is over-subscribed at the end of the enrollment period, then all of the applications will go into the lottery. The lottery randomly selects applicants for enrollment and generates the school's waiting list.

During the lottery process all completed applications submitted during the enrollment period are publically drawn in random order until capacity is reached and the remainder is placed on the waiting list.

Parents/Guardians will be notified of admission by June 1. Those subsequently admitted will be notified as soon as possible.