



To: Kiva Community  
From: Board of Directors and Administration  
Date: January 18, 2019  
Subject: Clarification on 2019-2020 Enrollment

According to our '[Recruitment, Retention, and Enrollment Policy](#)', we require all students to state their intent for the following school year by completing the Intent to Re-Enroll form by the last business day in January. The 'Intent to Re-Enroll 2019-2020' form will be emailed to you along with this memo and is due by **January 31, 2019**. If you need a hard copy of this form, please contact Jon Orris, Interim Head of School.

We appreciate all those you have submitted a district-provided form in an effort to demonstrate committed enrollment for 2019-2020. The following requirement is outlined in the 'Notice of Material Breach from RE-1' dated December 13, 2018:

“Demonstrate committed enrollment of 98FTE for 2019-20 by February 12, 2019. To demonstrate this, Kiva needs to provide signed statements of enrollment commitment from families using district-provided form for a least 98FTE students for 2019-20.”

Please note that the district form is not the same as the required Intent to Re-Enroll form, these are two separate documents. That being said, we are still in need of additional completed district forms in order to reach our requirement with RE-1. Please visit our website, [www.kivacharter.org](http://www.kivacharter.org), or access the attachment below to complete a district form if you have not done so already.

If you have any questions, please contact Jon Orris at [jon.orris@kivacharter.org](mailto:jon.orris@kivacharter.org) or the Board at [bod@kivacharter.org](mailto:bod@kivacharter.org).

Best,

Children's Kiva Montessori Elementary/Middle School Board of Directors and Administration

Attachment 1: Recruitment, Retention, and Enrollment Policy

Attachment 2: Request for Open Enrollment (District Form)

Additional Email: Intent to Re-Enroll 2019-2020 (**Due by January 31**)