



Umbrella School Enrollment Agreement

This Enrollment Agreement defines the responsibilities, expectations, and policies for families enrolled in **Longmont Little School (LLS)**, an independent, non-public umbrella school recognized by the Colorado Department of Education (CDE). Enrollment affirms that the parent or legal guardian understands and agrees to the terms outlined below and to operate in compliance with Colorado homeschool law.

Part I: Parent / Legal Guardian Responsibilities

1. **Withdrawal from Previous School Enrollment**

Following acceptance and enrollment with LLS, the parent or legal guardian is responsible for formally withdrawing the student(s) from any prior public or private school, when applicable.

2. **Communication & Contact Information**

Families must maintain accurate and current contact information, regularly review official communications from LLS, and ensure that school emails are deliverable by adding **umbrellaschool@longmontlittleschool.com** to approved contacts.

3. **Primary Instructional Responsibility**

Under Colorado law, parents or legal guardians enrolled in an umbrella school retain full responsibility for directing and delivering instruction. Families must provide a planned, sequential program of instruction appropriate to the student's age and ability, which includes instruction in the following subject areas:

- Reading, writing, and speaking
- Mathematics
- History
- Civics
- Literature
- Science
- The United States Constitution (required at least once during grades 7–12)

4. **Instructional Time Requirement**

Students must receive instruction for a minimum of **172 instructional days per academic year**, inclusive of any days completed prior to enrollment with LLS.

5. **Educational Records Maintained by the Family**

In accordance with Colorado requirements for non-public and umbrella schools, families must maintain accurate educational records for each enrolled student, including:

- Titles and publishers of curricula used for required subjects
 - Descriptions of instructional activities when curriculum is not used
 - Representative work samples demonstrating academic progress (when available)
 - Course descriptions for any secondary or high school–level coursework
 - A copy of the LLS enrollment confirmation and signed enrollment agreement
 - Official records or summaries issued by LLS
6. Records must be retained for a minimum of **two (2) years** for students not earning high school credit. Records related to high school credit coursework must be retained for at least **two (2) years after graduation** or completion of postsecondary education.
- ## 7. **Semester Reporting to LLS**
- Families must submit semester documentation for each enrolled student twice annually. Reporting may consist of grades or written academic summaries and must be submitted no later than:
- **January 15** (Fall Semester)
 - **June 15** (Spring Semester)
- ## 8. **Secondary Progress Oversight**
- Parents or guardians of secondary-level students are responsible for monitoring progress toward graduation goals and ensuring coursework aligns with the family's chosen academic pathway.
- ## 9. **Credit Review & Verification**
- For students submitting high school credits, families must verify that credits have been reviewed and approved by LLS no later than **June 30** of the reporting academic year.
- ## 10. **Health & Safety Compliance**
- Parents or guardians are responsible for ensuring compliance with applicable Colorado health and safety requirements, including the use of appropriate eye protection during activities requiring such protection.
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Part II: Enrollment Policies & Procedures

1. Enrollment is complete once all required enrollment materials and planned attendance information are submitted and accepted.
2. Families must complete enrollment annually for each academic year.
3. Tuition and associated fees are nonrefundable.
4. Tuition applies to the LLS academic year of **July 1 through June 30** and is not prorated for mid-year enrollment.
5. Failure to submit required semester reporting by published deadlines, or by an approved extension date, will result in disenrollment for the affected semester, retroactive to the semester start.

6. Disenrolled students may be reinstated by submitting all outstanding documentation no later than **June 29** of the predominantly affected school year.
 7. Students who are disenrolled may apply for enrollment in a future academic year.
 8. Any tuition or fee chargebacks or payment disputes will result in immediate disenrollment of all students in the family and may result in denial of future enrollment.
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Part III: High School Credits & Graduation (If Applicable)

1. Secondary students may enroll under one of the following options:
 - **Diploma Program:** Coursework and credits are submitted to LLS for review toward graduation eligibility and issuance of an LLS diploma.
 - **Cover School Only:** Semester summaries or grades are submitted without credit evaluation. Students in this option are not eligible for an LLS diploma.
 2. Students enrolled in the Diploma Program must satisfy all graduation requirements established by LLS to be eligible for graduation.
 3. Diplomas are not included in tuition or program fees and may be requested separately after requirements are met.
 4. LLS may provide general information regarding credits or graduation requirements but does not offer individualized academic counseling or course planning.
 5. All submitted courses and credits are reviewed for accuracy and completeness. Additional documentation may be required to verify academic rigor or completion.
 6. It is the sole responsibility of the parent or guardian to ensure credits are approved and applied by **June 30** of the reporting year. Credits not approved by that date will be recorded as non-credit coursework.
 7. Final grades and credit approvals must be completed before graduation can be conferred.
 8. A maximum of **2.0 early high school credits** may be accepted for high school–level coursework completed during 8th grade. Acceptance is at the discretion of LLS, and Diploma Program enrollment is required.
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Part IV: General Policies

1. LLS does not require or administer standardized testing or assessments.
2. Enrollment with LLS does not guarantee grade placement, credit acceptance, or transfer eligibility at other schools or institutions.
3. LLS does not promote or require adherence to a specific religious belief or worldview and welcomes families from diverse backgrounds.
4. Participation in LLS communication platforms or private social groups is a privilege and may be limited or revoked if participation guidelines are not followed.

5. LLS reserves the right to disenroll students or invalidate submitted records if the terms of this agreement are not upheld.
 6. LLS reserves the right to update policies as needed to maintain compliance or clarify procedures. Families will be notified of material changes via email, and continued enrollment constitutes acceptance of revised terms.
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Parent / Legal Guardian Acknowledgment

By enrolling with Longmont Little School (LLS), the parent or legal guardian affirms that they have read, understand, and agree to the terms and responsibilities outlined in this Enrollment Agreement.

Parent / Legal Guardian Name: _____

Parent / Legal Guardian Signature: _____ Date: _____