

Previously Enrolled Students Returning to Breakthrough Montessori Public Charter School

Breakthrough Montessori Public Charter School permits students who were previously enrolled at the School for at least one calendar year to return in limited circumstances as outlined in this policy.

Within this policy, “previously enrolled students” are defined as students who were enrolled in Breakthrough Montessori Public Charter School and officially withdrew because the family relocated out of the District of Columbia due to military or diplomatic service. Moreover, to be considered a “previously enrolled student,” prior to the leave of absence, the custodial guardian must complete an Intent to Return form, which classifies the student as previously enrolled. This places the student under the definition, and therefore policy, of previously enrolled students who are permitted back at Breakthrough Montessori. The form should be filled out completely, returned to the Director of Operations, and put in the student’s file prior to withdrawing from Breakthrough Montessori. Previously enrolled students must meet the following conditions, which will be stipulated on the Intent to Return form:

- The family no longer lives in the District of Columbia
- Students are not leaving to attend other schools in the District of Columbia
- The leave of absence will be no more than 2 calendar years
- The leave of absence is due to military or diplomatic deployment of one or both of the student’s custodial guardians.

To re-enroll at Breakthrough Montessori, the previously enrolled student, via custodial guardian, must provide the following paperwork to the Director of Operations:

- Letter requesting re-enrollment, including verification that all conditions stipulated at the time of the leave of absence were maintained.
- The letter should also stipulate the grade level upon which the student requests to enter.
- Re-enrollment paperwork, including residency verification

Upon receipt of the re-enrollment request, Breakthrough Montessori will determine if the returning student meets the requirements. If so, Breakthrough Montessori will process the previously enrolled student for re-enrollment.