



Partnership Academy Enrollment and Admissions Policy # 510 Revised January 24, 2019

I. PURPOSE:

The purpose of this policy is to define the parameters that Partnership Academy will use in admitting students into the school.

II. ADMISSION POLICY STATEMENT:

This policy establishes guidelines for admission into Partnership Academy that are developed in accordance with Minnesota Statute 124E.11 and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS:

The following general provisions apply to new student enrollment, preschool enrollment, and kindergarten enrollment:

A. *Nondiscriminatory Admissions Policy Statement:*

Partnership Academy is a tuition-free public school created by parents, educators, and community leaders. As a public Minnesota charter school, Partnership Academy is open to all students in Minnesota and will not limit the admission of any student on the basis of disability, race, creed, gender, national origin, religion, ancestry, athletic ability, intellectual aptitude achievement or any other classification protected by law. Partnership Academy uses non-discriminatory processes and actively recruits a diverse student population from the communities being served.

B. *Admission Requirements:*

Partnership Academy is a public school and must admit any eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building pursuant to state law. When capacity is exceeded, students will be accepted by lot and admitted as further described in this policy.

C. *Required Admission Preference:*

Partnership Academy will give preference for enrollment during open enrollment to siblings of an enrolled student, including a foster sibling in the same household, provided there is space in the requested grade. If the number of siblings applying for a particular grade is greater than the number of available spaces, those names must be entered into a sibling lottery. After spaces are filled through the sibling lottery



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process, any remaining sibling names must still be drawn in order to establish the sibling waiting list for that grade. Siblings will have priority over children of employees and the general waiting list generated from the general lottery.

D. *Children of Employees:*

Children of employees who submit applications during the open enrollment period will be automatically admitted provided there is room in that grade after siblings have been admitted. If necessary, children of employees may be entered into a “children of employees” lottery and admitted in the order in which their names are drawn. After spaces are filled through the “children of employees” lottery process, any remaining names must still be drawn in order to establish the “children of employees” waiting list for the grade. Children of employees will have priority over applicants on the general waiting list.

E. *Children Who Are Homeless:*

The McKinney-Vento Homeless Assistance Act, reauthorized in December 2015, ensures educational rights and protections for children and youth experiencing homelessness. Partnership Academy provides immediate enrollment for students experiencing homelessness and they may apply at any time.

IV. NEW STUDENT ENROLLMENT:

New student enrollment will begin on January 1st of each year. A completed pre-enrollment form must be received by the second Friday in February in order to be considered for placement. A lottery will occur at the February Parent Advisory Committee (PAC) meeting if the number of enrollment applications received exceeds the number of board approved openings (20 students per class in Preschool; 28 students per class in K-8).

V. PRESCHOOL REGISTRATION:

Preschool registration will begin on January 1st of each year. To be considered for placement, preschool candidates must submit the pre-enrollment form and be 4 years old by September 1st of the upcoming school year. Once admitted, a completed registration packet, including a copy of the student’s birth certificate and immunization forms and health summary must be completed and turned in within 2 weeks of the student’s first day of attendance.



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- A. If the number of preschool student candidates exceeds capacity by the second Friday in February , a lottery of students who meet one or more of these criteria will be established, as detailed in Section VIII. The current capacity for preschool is 20 students (one section). In subsequent years, there is a possibility that another section will open based on space and staffing capacity.
- B. After the second Friday in February, any remaining spaces will be filled on a first come, first served basis.

VI. KINDERGARTEN REGISTRATION:

- A. Kindergarten registration will begin on January 1st of each year. To be considered for placement, kindergarten candidates must submit the pre-enrollment form and be 5 years old by September 1st of the upcoming school year. Once admitted, a completed registration packet including a Kindergarten Screening must be completed and turned in within 30 days of the student's first day of attendance.
- B. A lottery will only occur if the number of incoming kindergarteners exceeds the cap (28 students).

VII. EARLY ENROLLMENT OF KINDERGARTEN STUDENTS:

- A. Partnership Academy may admit persons into Kindergarten who turn five (5) years old on or before October 15th .
- B. All new applicants for early child entrance will complete a Partnership Academy Kindergarten Readiness Screening to assess language, social, emotional, cognitive and motor development.
- C. Partnership Academy staff will follow up with applicants' parent/guardian to answer a research based survey on their child's development and kindergarten readiness and review the results of the Partnership Academy Kindergarten Readiness Screening. At that meeting, Partnership Academy staff will review the Early Entrance Policy and parents/guardians will sign a formal acknowledgement of this policy.
- D. If the child meets the necessary kindergarten readiness expectations according to the Partnership Academy Kindergarten Screening and parent/guardian survey, families will be notified about whether their child is accepted.



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- E. Teachers will use developmentally appropriate tools that meet the state standards to assess the academic and social development progress of early entrance kindergarten scholars over the course of the year. This progress will be communicated to parents/guardians each quarter.
- F. Partnership Academy staff will notify the parent/guardian no later than the end of the second quarter if the child is recommended to:
- Continue in kindergarten; or
 - Withdraw for the remainder of the school year and return for kindergarten the following fall.

Partnership Academy's recommendation to continue or withdraw are not binding and will not interfere with a parent's right to decide whether their child will remain in kindergarten for the remainder of the academic year.

- G. Because Partnership Academy is a free, choice public school, all applications as allowed by Minnesota statute will be enrolled as outlined in the General Enrollment Provisions.

VIII. LOTTERY PROCESS:

- A. Each grade's general lottery may only include the names of individuals who have submitted complete applications. Names are selected through random selection and no identifying information should be visible to lottery officials. Applicants are admitted in the order in which their names are drawn until that grade's enrollment quota is met. All applicant names must be drawn. Names drawn after the quota is met must remain on the waiting list in the order the names are drawn.
- B. Applications received after the open enrollment period ends (second Friday in February) are admitted provided there is space in that grade. Once each grade level's quota is filled, additional applicants are placed on a waiting list in the order in which their completed paperwork is received. A waiting list remains in place until the end of the academic year for which those applications were submitted. Once admitted, a student is considered enrolled each subsequent year.

IX. LEGAL REFERENCES:



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- A. Minnesota Statute 124E.03 Charter School – Applicable Law
- B. Minnesota Statute 124E.11 Charter School – Admissions Requirements & Enrollment
- C. Minnesota Statute 121A.40 – 121A.56 Pupil Fair Dismissal Act
- D. Minnesota Statute 120A.22 - Compulsory Education
- E. Minnesota Statute 124D.02 – Kindergarten Early Enrollment