

Adopted: _____

Revised: _____

[SCHOOL NAME] POLICY No. 500 ADMISSIONS AND LOTTTERY POLICY

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at [SCHOOL NAME].

II. POLICY STATEMENT

This policy establishes guidelines for admission into [SCHOOL NAME] that are consistent with the admission requirements of Minnesota Statutes §124E.11.

III. LIMITATIONS ON ENROLLMENT *[Optional—use only if your school limits enrollment to one of the following categories.]*

Pursuant to the contract with its authorizer, [SCHOOL NAME] has limited eligible pupils to:

1. Pupils within [] [age group];
2. Pupils who are eligible to participate in the graduation incentives program under Minnesota Statutes §124D.68; or
3. Residents of a specific geographic area in which the school is located because the majority of students served by [SCHOOL NAME] are members of underserved populations.

IV. GENERAL ENROLLMENT PROVISIONS

- A. [SCHOOL NAME] is a public school and pursuant to state law, must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further described in this Policy.
- B. Before admitting a student by the lottery, [SCHOOL NAME] shall give preference for enrollment to siblings of an enrolled student and to a foster child of an enrolled student's parents. This preference does not apply until one of the siblings is actually enrolled.
- C. Before accepting students by the lottery, [SCHOOL NAME] may give preference to enrolling children of the school's staff before accepting other pupils by lot. Termination of employment prior to enrollment, however, will cause the loss of this

preference. *[If this is a preference you wish to give, you should state so in the policy. If not, leave the language out.]*

- D. [SCHOOL NAME] shall not discriminate against any student based on race, color, ethnicity, sex, age, national origin, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school, nor shall [SCHOOL NAME] select students based on religious preference.
- E. [SCHOOL NAME] shall not seek any information about any applicant that may be used to discriminate against the applicant in either school's policies or governing laws. This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been enrolled.
- F. [SCHOOL NAME] will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student.

V. ENROLLMENT APPLICATION PROCEDURES & LOTTERY PROCESS

- A. Interested families must submit fully completed applications to be considered for enrollment. The enrollment period is from {DATE} to {DATE AND TIME}. An application must be received by [SCHOOL NAME] no later than the end of the enrollment period (if this date falls on a weekend or holiday, the next business day will be the deadline date). The Board of Directors may change or adjust the deadline for applications for the next school year by resolution without changing this Policy.
- B. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preferential list of student applicants given preference by state law which also notes the type of preference being given ("Preferential waiting list"), and (b) all other applicants ("General waiting list"). Both lists will be independently shuffled and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list ("Preferential waiting list"), and then proceeding to the non-preference ("General waiting list") applicants according to the following procedures:
 - 1. Siblings of currently enrolled students on the Preferential waiting list will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot for each year and then offers of enrollment will be made in the order drawn.
 - 2. Second priority will be given to children of school staff on the Preferential waiting list. If there are more applicants than spots for a particular grade, the applicants will be shuffled by lot for each year and then offers of enrollment will be made in the order drawn. If a staff member's employment is ended for any reason, the applicant moves to the end of the General waiting list.

3. Once all sibling applicants [and children of school staff *{if applicable}*] have been placed, other applicants will be offered enrollment in the order they were placed on the General waiting list as determined by the lottery.
- C. This lottery will be held no later than {DATE (i.e. the first Monday)} after the student application deadline, if a lottery is required.
 - D. If any application is received after the end of the open enrollment period, but before the next open enrollment period, and the maximum capacity of the program, class, grade level, or building is reached, the applicant will be placed at the end of the number General waiting list based on the date when the application was received by [SCHOOL NAME].
 - E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from [SCHOOL NAME], they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
 - F. If an offer of enrollment is rejected or not accepted within {NUMBER OF DAYS (i.e. 14 days)} by an applicant who is a lottery winner, the offer of enrollment is rescinded and the application will be considered withdrawn. An offer of enrollment will then be made to the next applicant on the waiting list.
 - G. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.
 - H. Publication of the lottery policy, at a minimum, will be made public via the school's website.

VI. KINDERGARTEN AND FIRST GRADE ADMISSIONS

- A. [SCHOOL NAME] does not accept applications for kindergarten students who are not age five on or before September 1 of the calendar year in which the school year for which the student seeks admission commences.
- B. [SCHOOL NAME] does not accept applications for first grade students who are not age six on September 1 of the calendar year in which the school year for which the pupils seeks admission commences or has completed kindergarten.
- C. Notwithstanding these limitations on kindergarten and first grade admission, a charter school may establish and publish on its website a policy for admission of select pupils at an earlier age which is consistent with this Policy and Minnesota Statutes §124E.11.

Legal References: Minn. Stat. § 124E.11 (Charter Schools – Admission Requirements & Enrollment)
Minn. Stat. §§ 123B.36-.37 (Authorized Fees; Prohibited Fees)