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517 ENROLLMENT POLICY

I. PURPOSE

The purpose of this policy is to set program capacity and emphasize the importance of having an admissions deadline of April 15th each year of current students and new applicants.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to allow the District to function and provide a quality learning environment for students. Parents/guardians must submit enrollment applications to the school by April 15th to have their student be considered for enrollment in the coming school year. The capacity limit at each school location is 150 students. If the capacity limit is reached, a lottery will be initiated for applications in excess of 150.

III. LOTTERY PROCESS

A. General

When the number of applications exceeds the number of openings in a particular grade or program, a lottery will be conducted to determine those students who will be admitted or put on the waiting list. The steps outlined below will be followed to ensure this procedure is equitable to all applicants. A completed enrollment application is required in order to be included in the annual lottery and/or be placed on the waiting list. The lottery is open to observation by the public and will be posted in the school calendar and on the website.

B. Enrollment Eligibility

To be eligible for enrollment as a 7th grader, a student must have successfully completed the 6th grade. To be eligible for 8th grade, a student must have successfully completed 7th grade. To be eligible for the high school program, students must have successfully completed 8th grade.

C. Enrollment Preferences

1. Siblings will be given first priority (ahead of children of staff) provided there is an opening in the grade to which they are applying. Siblings who submit applications after the lottery will be placed at the top of the waitlist (ahead of children of staff).

2. Prospective students who are children of District staff will receive second enrollment preference provided there is an opening in the grade or program to which they are applying. If District staff members are hired after the lottery, those District staff members' children will be placed first on the waiting list (behind siblings), in the order in which the parents were hired.
3. Siblings refers to those prospective students who have siblings currently enrolled at a District school in the academic year in which the lottery is being conducted.
4. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
5. Any child in 'long-term' placement within a foster-care situation with the family of a current student. NOTE: parents must provide the District documentation from their case manager, a judge, or the court.
6. If the family of a current District student plans to be a host family to a foreign exchange student, that student will be considered a sibling (see above). NOTE: A student will be considered "enrolled" at the District after completion of the enrollment paperwork.

D. Process to determine the number of students to be accepted

The District staff will propose and the School Board will determine the number of openings in each grade 7-12, for the next school year by the February board meeting of the application year. This number will take into account the need to over-enroll grade levels, depending on the projected number of students who will either not return or who will not accept the enrollment offer. This will be based on past data as well as current trends in enrollment. After the siblings of current students are admitted, if there are still spaces, move on to children of District staff. If there are more siblings than there are openings in a particular grade, then a lottery must be held amongst the siblings. After the siblings are admitted, if there are still spaces, move on to children of staff. If there are more children of staff than there are openings in a particular grade or program, then a lottery must be held amongst the children of District staff. If there are more children of District staff members than there are openings in a particular grade or program, a lottery must be held amongst the children of District staff. For each grade, the number of siblings and children of District staff members in the prospective student pool will be subtracted from the number of total students to be accepted. This is the number of openings that will be filled through the lottery process. The appropriate number of applicants from each grade will then be randomly drawn until the enrollment goals are reached.

E. Lottery Procedure

The lottery will begin by assigning a number to each of the student applications submitted. These numbers will be put into a container. The numbers will be pulled out one at a time until all the open spots are filled and then numbers will continue to be drawn for the waiting list. The District will send "acceptance" letters to all prospective applicants; send "waiting list" letters to the remaining applicants including enrollment

agreements or waiting list forms as appropriate. Families will have two weeks from the email/ mailing date to return the enclosed enrollment agreement accepting their enrollment. Once the process is completed, the results will be printed (and saved as a PDF) and an affidavit certifying compliance with this policy and applicable state law will be signed by the two District staff members conducting the lottery. All other witnesses will be asked to sign a form indicating they witnessed the lottery. A copy of this policy will be attached to the spreadsheets, signed affidavit, and witness form to complete the documentation, which will be filed at the school. Following the lottery, those students who have not been admitted will be placed on the waiting list and will be admitted as space permits. The steps outlined below will be followed to ensure the procedure is equitable to all applicants.

F. Waiting List

1. Underlying Considerations

The goal of the waiting list is to have a list of students from which to pull to maintain maximum class sizes for the next academic year. All students on the waiting list will know their waiting list number and the updated list will be posted online so students know which number has been enrolled at the District.

2. Waiting List Procedures

All students will be assigned a waiting list number during the lottery procedures. Letters to those students on the waiting list will be sent at the same time as acceptance letters. The waiting list is maintained by the Office Manager and updated throughout the year as students are enrolled off of the list. The waiting list will be posted on the website (with no identifying information) and updated monthly. Families may request to be removed from the waiting list at any point. If a sibling of a currently enrolled student, or the student of a new District staff member, submits an application after the lottery, that student will move to the top of the waiting list (behind any other siblings or District staff children currently on the waiting list). NOTE: The waiting list for the District is intended for the sole purpose of enrollment and distribution of information deemed appropriate by the District to be of interest to those parties. The District will not sell, distribute, or otherwise disseminate waiting list information. The District will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion, or related interests at the District. The waiting list will be published online- organized per grade level and identified by student number.

G. Enrollment of New Students after the Lottery

Openings will be filled on a grade level basis unless the total school enrollment falls below the budgeted number of students.

H. Confirmation of Opening

The Office Manager will notify families when a position is open once the school receives

confirmation that a family is turning down an enrollment offer, receives a withdrawal form or confirmed enrollment from another school.

I. Contact Next on Waiting List

As a space becomes available, the Office Manager will contact via phone and email the first student next on that grade's waitlist. Once a parent has been contacted, they must respond within 72 hours in order to accept the position or the Office Manager may offer the position to the next student on the list.

J. Accepting a Position Mid-Year

When accepting a position mid-year, the following must be discussed with the parent: The student's start date (not to exceed ten school days from the offering date, unless otherwise noted by the school, such as the beginning of a semester), grade level, transportation needs, and siblings who may be on the waiting list, or want to be added to it. Once the decision has been made to enroll, the parent/guardian(s) must provide the student's birth date and the name of the student's current school so that District staff can enter the student into the student information system and request student records. Families accepting a position mid-year will be asked to complete an enrollment form to provide the school with all required information.

K. Re-enrollment after Long-Term Leave

The purpose of this subsection is to define the actions of District in the case of students taking a 'long-term leave' from the school which under Minnesota state statutes constitutes de-enrollment from the District, and the process for those students to be re-enrolled at the District. This policy is to support families in situations such as an educational sabbatical, family travel, mental health treatment or hospitalization, or a short-term relocation for work. Families who request long-term leave and follow the process laid out in this policy may re-enroll their child in the District without going through the enrollment process and the child will be immediately enrolled upon returning.

1. Long-term leave and re-enrollment procedures

All students are unenrolled from the District after not attending school for fifteen consecutive days. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from the Office Manager at least 30 days before the start of the long-term leave, giving the beginning and end dates of the student's leave from the District, as well as the reason and documentation for the long-term leave. Families who follow this procedure will be immediately enrolled upon return. In the case of hospitalization, treatment, or a court order program, the 30-day notification may be waived, and the end date remains flexible.

2. Open Enrollment Spots

When a student is unenrolled from the District for any reason, their spot will be offered to the next student on the waiting list if the student is going to be out for longer than 15 days. This may result in the over-enrollment of a class or grade when the student on long-term leave returns. No further offers of enrollment will be made until that grade or program is once again under-enrolled.

3. Conditions and Limits on Long-Term Leave

Students may not miss more than the equivalent of one year. The days on leave must be consecutive. No more than 2 students at any grade level or advisory will be granted a long-term leave at any one time. Only the first students to request long-term leave and meet all conditions listed in the policy will be granted long-term leave. This may not include students needing to take a long-term leave to enter a treatment facility, receive medical care, or participate in a court ordered program.

L. Student Withdrawal

When a student withdraws from the District, a Withdrawal Form should be completed and returned by a parent to the Office Manager.

M. Enrollment Documentation

Before students begin at the District, parents/guardians will complete an enrollment packet. If transfer records from a previous district do not have a verified birth date, parents/guardians will also provide proof of the student's age in the form of a passport, state ID, or birth certificate upon enrollment. As required by Federal and State Civil Rights laws, students/families will be asked to self-identify a student's race/ethnicity. If a family refuses, the District staff who enroll students may assign the race/ethnicity based on sight.

N. Non-Discrimination

It is the policy of the School Board to comply with federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, nationality, ethnic origin, religion, gender, marital status, sexual orientation, status with regard to public assistance, age, or disability (hereinafter "protected class status") be excluded from participation in, be denied of, or be otherwise subjected to discrimination under any educational program, in employment, or recruitment, consideration, or selection, whether full time or part time under any educational program, employment or activity operated by the District.

O. Dual Enrollment

The District will not dual-enroll students with online institutions or homeschool programs that reduce the time spent at the District. This policy, however, does not preclude eligible students from participating in Post Secondary Enrollment Opportunities.