



## **534 OPEN ENROLLMENT**

APPROVED: 11/2020

UPDATED:

### **I. PURPOSE**

The purpose of this policy is to ensure the practice of a fair and equitable enrollment process at Achieve Language Academy that is in accordance with Minnesota State Statutes.

### **II. GENERAL STATEMENT OF POLICY**

Achieve Language Academy is a public charter school. Enrollment policies comply with the admission requirement of Minn. Stat § 124E.11 or its successor statute. Enrollment in Achieve Language Academy is open to all students, without regard to race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, disability, or any other factors including intellectual ability or measures of achievement or aptitude.

### **III. DEFINITIONS**

Enrolled Student: A student is considered enrolled in Achieve Language Academy when the school has received a complete enrollment package from the student.

### **IV. ENROLLMENT PROCEDURES**

Achieve Language Academy is a public charter school and is open to the public free of cost. The Academy may limit admission based on the capacity of its programs, classes, grade levels, or building. The Board, with the assistance of the administration, will set and publish maximum class sizes for the upcoming school year no later than December 1. Families wishing to enroll for the upcoming school year should submit an application for the lottery process for each child the family seeks to enroll. The application will be available each year on the first business day in January. Once enrolled at ALA, students maintain their spot and do not need to reapply for upcoming school years. In accordance with Minnesota Statutes Section 124E.11, as amended, no student currently enrolled at the school shall be displaced by



another student.

## **V. AGE FOR ENROLLMENT**

Students who will be five years of age by September 1 will, if admitted, be enrolled in Kindergarten. Students who will be at least six years of age by September 1 or who have completed Kindergarten in another school district will, if admitted, be enrolled in First Grade.

## **VI. ENROLLMENT PREFERENCES**

In accordance with Minnesota statute 124E. 11(c), Achieve Language Academy shall give enrollment preference to siblings of current students and foster children of parents of current students. This means during the enrollment lottery and on the waitlist they will be placed in front of applicants who do not have a sibling attending Achieve Language Academy.

Sibling enrollment is not assumed, and all siblings wishing to enroll at Achieve Language Academy must submit an application prior to the deadline. This includes siblings who will be incoming Kindergarten or prekindergarten students.

Also in accordance with Minnesota statute 124E. 11(c), children of Achieve Language Academy staff will receive second priority for admission during the enrollment lottery and on the waitlist, as space allows, after sibling/foster children applications have been fulfilled.

Achieve Language Academy also provides enrollment preference to children currently enrolled in the school's free preschool or prekindergarten program who are eligible to enroll in kindergarten in the next school year.

## **VII. LOTTERY PROCEDURES**

An enrollment lottery will be held on the first business day in March for each grade where the number of applications exceeds the number of open spots. After preference is given to siblings of and foster children of current student's parents and to children of Academy staff, the Academy will perform a randomized selection process to determine which remaining students will receive enrollment offers.



To participate in the lottery, families must submit a completed application between the first business day in September and the last of February for each student seeking admission. If a student selected through the lottery has siblings who have also applied for admission, those siblings will also be admitted, provided space in their respective grade level is available. Once all of the open spots are filled, the remaining students will be drawn and placed sequentially on the waitlist. Applications received after the last day of February will be placed at the end of the waitlist in the order they are received, giving the same preference to siblings and children of staff as described above.

Students will have 14 days following the school's initial communication offering the student a spot to accept an offer of enrollment. If a student does not respond within 14 days, the student will automatically be placed at the bottom of a wait list.

### **VIII. WAITING LIST**

Students who do not receive an open spot will be placed on the waitlist as stated above.

- A. Students will remain on the grade level wait list until a spot becomes available.
- B. As spots are accepted or declined, students will move up on the waitlist. This will continue through the remainder of the school year. c. If they are not yet admitted and want to continue to seek admission, students on the waitlist will need to reapply for the following year's lottery.

### **LEGAL REFERENCES:**

*Minnesota Statute Section 124E.11 - Admission Requirement and Enrollment*  
*Minn. Stat. Section 363.13 Human Rights - Educational Institution*  
*Minn. Stat. Section 363A.14 Human Rights - Aiding and Abetting and Obstruction*  
*Title VI of the Civil Rights Act of 1964*  
*Title IX of the Education Amendments of 1972*  
*Section 504 of the Rehabilitation Act of 1973*  
*Title II of the Americans with Disabilities Act of 1990*  
*Part B of the Individuals with Disabilities Education Act (IDEA)*