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| Policy #: <b>546</b>   |
| Title: <b>INITIAL ADMISSION, PLACEMENT, ENROLLMENT, AND EXIT</b>                             |
| Date of Initial Approval: 03-27-2014   |
| Revision/Re-authorization Dates: 01-23-2020  |
| Reviewers: MSA Superintendent; MSA Director of Student Support Services; MSAB/MSAD Directors |

**I. PURPOSE**

The purpose of this policy is to establish a uniform process for initial admission, placement, enrollment, and exit at the Minnesota State Academies (MSA).

**II. ADMISSION STANDARDS**

A. As defined in Minnesota Statutes 125A.69, Subd.1&2, students who are blind/visually impaired (B/VI), deaf/hard-of-hearing (D/HH), or deafblind (DB) may be admitted to MSA on either campus. Students with multiple disabilities may also be admitted if one of their identified disabilities is B/VI, D/HH, or DB.

B. The district of residence is responsible for initial determination of eligibility for special education services and verifies the age of the student as required by Minnesota Statutes 120A.20, Subd.1 –  
*“No person shall be admitted to any public school after September 1, 1971, (1) as a kindergarten student, unless he/she is at least five years of age on September 1 of the calendar year in which the school year for which he/she seeks admission commences; or (2) as a first grade student, unless he/she is at least six years of age on September 1 of the calendar year in which the school year for which he/she seeks admission commences or has completed kindergarten; except that any school board may establish a policy for admission of selected pupils at an earlier age.”*

An official document (birth certificate, passport/visa) shall be required to verify age at the time of registration.

C. Students must possess a current Individualized Family Services Plan (IFSP) or Individualized Education Program (IEP), qualifying them for special education services and identifying them as B/VI, D/HH, or DB. For students with multiple disabilities, the IEP must include assessment information indicating that the student is B/VI, D/HH, or DB in addition to other disabilities.

D. For students wishing to enroll in Kindergarten, the student must demonstrate that they meet age eligibility requirements and appropriate maturity to benefit from instruction within MSA educational programs. Students who have not attained the minimum eligibility age may be considered for admission to kindergarten based on an evaluation of social, emotional, physical, and intellectual maturity utilizing information from evaluation results, teacher observations, formative/summative evaluations, and teacher recommendations.

E. For students wishing to enroll as residential students, the student must reside outside of the Faribault School District boundaries or demonstrate a significant educational need for an exception to this policy. Exceptions must be approved by the IEP team

within the IEP process and include a plan for support as well as timelines for the exception.

### **III. GENERAL PROCESS FOR ENROLLMENT**

*\*refer to Procedure 6001 – Student Enrollment/Exit Procedures for detailed procedures*

- A. The process of enrolling a student at MSA begins with a contact from students, parents/families, or districts requesting consideration of enrollment. Each campus director and their administrative assistant begins the process by setting up visits/tours of campus classrooms, dorm spaces, and resources; sharing information about MSA educational/residential programs; and answering questions.
- B. During initial contacts or visits to the campus, each student and their parents/families will be introduced to the Director of Student Support Services (or their designee) to begin the process of gathering required documents and information necessary for the enrollment process. Assistance may be provided by each campus' director and/or administrative assistants. The Director of Student Support Services and their administrative assistants gathers all required documents/information and establishes a date/time/place for review by the Admissions Team. (Members of the Admissions Team are the campus directors/assistant directors, the student life directors, the director of MSA Health Services, and other members as determined by the Director of Student Support Services.)
- C. The Admissions Team reviews all required documents, obtains additional documents/information if necessary, and formulates recommendations to be shared with the students' IEP team.
- D. Upon recommendation of the Admissions Team, assigned directors/administrators will participate in an IEP meeting at the students' resident district to discuss potential placement at MSA and recommendations for updates/revisions to the students' IEP
- E. If the IEP team determines that MSA is an appropriate placement for the student, necessary paperwork is completed and the registration process is implemented with the campus directors. (i.e. registration forms, schedule, establishment of related services, etc.)
- F. Students who are admitted to MSA by transfer from schools outside of MSA will be placed initially at the grade they would have reached elsewhere pending their observation by classroom teachers, support services staff, and the campus directors. After such observations and evaluations are completed, the campus director will determine the final grade/class placement of the student.
- G. For parents/families who choose to pursue a trial placement at MSA through "parent referral" as defined in MN Statute 125A.69, Subd.1c, the process is similar as listed above except for steps D and E. If the admissions team determines that MSA may be an appropriate placement, the campus director and the director of student support services will work together with the district to convene an IEP meeting to arrange a trial placement of between 60 and 90 calendar days at MSA. If the student's parent

consents to the trial placement as defined in the student's IEP, MSA is the responsible serving school district and incurs all due process obligations under law and the student's resident school district is responsible for any transportation and related costs included in the student's IEP during the trial placement. Within 60-90 days, the student's IEP team will reconvene to review the student's needs/educational programming to determine if MSA continues to be the most appropriate educational placement for the student and any further revisions as recommended/necessary. If continued placement at MSA is not deemed appropriate, the student returns to their placement prior to their trial placement at MSA.

- H. For parents/families that live out-of-state who want to pursue a placement at MSA, as defined in MN Statute 125A.69, Subd.3, the process is similar as listed above except for steps D and E. The campus director and the director of student support services will work together with the out-of-state resident district to complete necessary reviews and placement paperwork, including a contract with MSA for tuition and other individual services as identified in the student's IEP. The district is responsible for tuition, one-on-one services, and transportation costs. They are also responsible for all accountability measures (IEP reporting, state reports, testing, etc.), using information presented by MSA teachers/support services staff.

#### **IV. GENERAL PROCESS FOR EXIT**

*\*refer to Procedure 6001 – Student Enrollment/Exit Procedures for detailed procedures*

- A. For students who exit MSA programs into other P-12 educational programs (other school districts, charter schools, etc.), the Campus Director and Director of Student Support Services will work together with the receiving school to share existing IEP and evaluation information as well as participate in an IEP review meeting, if invited, to determine the new placement for the student.
- B. For students exiting MSA due to graduation or age (21 years of age, with allowance for completing the semester when they become 21 years old), students must complete appropriate exit paperwork and IEP documentation prior to their exit date.
- C. All exiting students and their parents/families must complete exit checklists (returning materials, textbooks, ID cards, technology, athletic equipment, dorm keys, etc.) prior to their departure.

#### **Legal References:**

*Minn. Stat. 120A.20, Subd.1*

*Minn. Stat. 125A.68*

*Minn. Stat. 125A.69*

*IDEA 34 C.F.R. '300.503*

#### **Related Procedures:**

*Procedure 6001 – Student Enrollment/Exit*