

Policy #: 646
Title: INITIAL ADMISSION, PLACEMENT, AND ENROLLMENT
Date of Initial Approval: 03-27-2014
Revision/Re-authorization Dates: 01-23-2020; 05-15-2024
Reviewers: MSA Superintendent; MSA Instructional Leadership Team

I. PURPOSE

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

II. PATHWAYS TO ENROLLMENT: DISTRICT REFERRAL, PARENT-CHOICE TRIAL PLACEMENT, OUT OF STATE PLACEMENT

A. DISTRICT REFERRAL: If a student referral is deemed a district placement and reviewed by the Internal Enrollment Team, an assigned administrator(s) will participate in an IFSP/IEP meeting at the students' resident district to discuss potential placement at MSA and recommendations for updates/revisions to the students' IFSP/IEP.

B. PARENT-CHOICE TRIAL PLACEMENT: For families who choose to pursue a trial placement at MSA through "parent choice 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 Internal Enrollment Team determines that MSA may be an appropriate placement, MSA will work together with the resident and/or providing district to convene an IFSP/IEP meeting to arrange a trial placement of 60 to 90 calendar days at MSA. If the student's parent consents to the trial placement as defined in the student's IFSP/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 IFSP/IEP during the trial placement.

Prior to the end of the trial placement, the student's IFSP/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.

C. OUT OF STATE PLACEMENT: 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 to the process listed above. MSA 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 IFSP/IEP. The district is responsible for tuition, one-on-one services, and transportation costs. They are also responsible for all accountability measures (IFSP/IEP reporting, state reports, testing, etc.), using information presented by MSA teachers/support services staff.

III. 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, and 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 shall be required to verify the student's 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 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 IFSP/IEP team within the IFSP/IEP process and include a plan for support as well as timelines for the exception.

IV. PROCESS FOR ENROLLMENT

**refer to Procedure 6001 – Student Admission/Enrollment for detailed procedures.*

- A. The process of enrolling a student at MSA begins with contact from students, parents/families, or districts requesting consideration of enrollment. MSA will coordinate tours for families. Information will be shared regarding MSA educational & residential programs and the tour of the campus will include classrooms, dorm spaces, and resources.
- B. The Director of Curriculum and Educational Programs and their administrative assistant will keep a record of all potential family tours and oversee all required documents/information provided by potential families. These forms will be shared with school specific personnel for review. Throughout the year, the MSA Internal Enrollment Team will meet to review potential enrollments.
(Members of the MSA Internal Enrollment Team are the health services director, the director of curriculum and educational programs, and the director of student support services.)
- C. The Internal Enrollment Team reviews all required documents, obtains additional documents/information if necessary, and formulates recommendations to be shared with the students' IFSP/IEP team.

- D. If the IFSP/IEP team determines that MSA is an appropriate placement for the student, the necessary registration paperwork is completed.

Legal References:

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

Minn. Stat. 125A.68

Minn. Stat. 125A.69

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