

591 ADMISSIONS

I. PURPOSE

The purpose of this policy is to explain how Twin Cities International Elementary (TIES) will decide whom to enroll as pupils of the school.

II. GENERAL STATEMENT OF POLICY

Twin Cities International Elementary follows Minnesota Statute 124.D in its enrollment practices. The text of the law is as follows:

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish a lottery policy and process that I must use when accepting pupils by lot.

A charter school shall give enrollment preferences to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot.

The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

III. PROCEDURES

- A. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and school website. Information regarding Minnesota Statute 124.D will be included in the form.
- B. Each year Twin Cities International Elementary will inform the public of the deadline for submitting enrollment forms for admissions for the following school year.
- C. Twin Cities International Elementary will publish annually a date for its initial annual lottery for admission for the following school year if needed.
- D. The Director and Assistant Director will conduct the lottery on the designated date.
- E. Spaces that open after a class is filled through the initial lottery will be filled by lot from available applicant at the time is made available.

- F. Families will be notified by mail regarding their child's/ward's status during the admission process.
- G. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and on the school website.

Legal References: *Minn.Stat.124D Charter Schools*