

# AFSA High School

Adopted: December 16, 2003

District # 4074

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## 542 ENROLLMENT POLICY

### **I. Lottery & Enrollment Process:**

1. Applications to be included in the annual enrollment lottery will be accepted from September 1 to February 1 each school year.
2. All applications received as of February 1<sup>st</sup> will be included in the lottery process below:
  - a. Applications will be sorted by grade level and assigned randomized numbers.
    - i. Preference for possible enrollment will be acknowledged and given to:
      1. Siblings of students currently enrolled or accepted for enrollment at AFSA Charter School. Siblings include:
        - a. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
        - b. Any child in foster-care. Note: Parents must provide AFSA documentation from their case manager, judge or the court.
      2. Any child of an employee (with an employment agreement of 480 hours or more) of AFSA Charter School at the time of the lottery (or application date if after Feb 1<sup>st</sup>)
      3. Minnesota residents
    - ii. Students qualifying for preference at any time after the lottery will be placed in the preference section of the waitlist in their grade level.
  - b. Placements for each Pk-8 classroom and 9-12 grade level will be determined based on current enrollment numbers and classroom or grade level maximums.
    - i. PreK qualifications are based on MN requirements for VPK programs and are limited to students who meet one of the following criteria (documentation required to be provided prior to enrollment):

- Four (4) years old by September 1 of the current school year AND one of the following:
  - o Qualify for educational benefits
  - o Qualify using state general financial eligibility requirements
  - o Is an English language learner
  - o Is an American Indian
  - o Has experienced [homelessness](#) in the last 24 months
  - o Is identified through health and developmental screening with a potential risk factor that may influence learning
  - o Is in foster care, kinship care, or is in need of child protection services
  - o Has a parent who is a migrant or seasonal agricultural laborer.
  - o Has a parent who is incarcerated.
  - o Is defined as “at risk” by the school district.
- c. Students will be accepted based on the placements available in their grade level or classroom based on the assigned lottery numbers.
  - i. Age verification to begin school in PreK and Kindergarten is obtained through Early Childhood screening forms. In other grades, previous school records are used for verification.
- d. Parents/Guardians will have 15 days from the date of their acceptance letter to respond and return their Registration form to secure their placement for the following school year.
  - i. Once 15 days have passed, applicants will be moved to the waitlist and notified of their waitlist placement.
  - ii. If a previously accepted applicant responds later than 15 days, they will be moved to the top of the waitlist and offered the next available placement.
- e. Enrollment dates:
  - i. First day of school for all beginning of the year applicants
  - ii. Grades Pk-8 can enroll at the discretion of the Director at any time during the school year if placements are available
  - iii. Grades 9-12 are limited to the first 2 weeks (10 class days) of each trimester if placements are available
- 3. Applications received after February 1<sup>st</sup> each year will be sorted by grade level and offered placements on a space-available basis in the order in which they were received.
  - a. If no placement is immediately available in their grade level, applications will be placed on the waitlist in the order in which they are received and parents/guardians will be

notified via email of their lottery number. (If no email is provided, paper mail will be sent)

- i. Waitlist placement will be determined by grade level and preference qualifications. The same preference options are available as in the lottery.

#### 4. Enrollment from Waitlist

- a. Notifications will be sent via email and enrollment packets will be mailed when a placement becomes available for a waitlisted applicant.
- b. Applicants will have 15 days to respond from the date of the acceptance letter.
  - i. Exception to this rule will occur if the enrollment date is within 15 days of the notification. For example, if a placement becomes available in 9<sup>th</sup> grade 2 days into the trimester, the applicant will have until day 10 to enroll and start attending AFSA per the enrollment date restriction referenced above.

#### 5. Enrollment Documentation

- a. Enrollment application (paper or online form) due to be considered for enrollment.
- b. Registration form due within 15 days of acceptance to secure placement.
- c. Students transferring from Homeschool need to provide documentation of classes, time spent on each, and grades earned. ***Note:** AFSA may request additional information, if necessary, to determine high school transfer credits and course placement.*
- d. Once Registered, parents/guardians of students receiving special education services must inform AFSA of this so appropriate intake procedures can be followed.
- e. Once registered, all incoming students in grades K-9 must schedule placement testing to help determine the appropriate classes and supports needed for a successful transition to AFSA. No fee is collected for assessments.
- f. Students entering PreK or Kindergarten must provide documentation of Early Childhood screening or schedule screening at AFSA before the child's first day of school.

#### 6. Non-resident applicants

- a. Students who do not reside in MN must apply for enrollment annually to be considered

### **Foreign Exchange students:**

Foreign Exchange students are welcome at AFSA. They are subject to the same enrollment policies as all other students, and efforts will be made to aid with the additional paperwork required.

**Waiting List:**

The Waiting list for AFSA Charter School is intended for the sole purpose of enrollment and distribution of information deemed appropriate by AFSA Charter School to be of interest to these parties. AFSA will not sell, distribute or otherwise disseminate waiting list information. AFSA will not use this list for the purpose of solicitation other than to gather interest and involvement in those things related to enrollment, expansion, or related interests at AFSA.

**Exceptions to the Lottery Process** (per MN Statute – Simplified per legal advice)

An exception to the lottery process will occur if there are fewer applications for a given grade than the minimum enrollment number as outlined in this policy.

**Student Withdrawal Procedure**

A Minnesota resident student is enrolled until formally withdrawn or expelled in accordance with MN Statute 124E.11(g)

When a student withdraws from AFSA, a Withdrawal form should be completed and returned by a parent/guardian and routed to the Enrollment Coordinator to be placed in the students cumulative file.

**Non-Discrimination Policy**

AFSA does not discriminate on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs. AFSA does not limit admission based on intellectual ability, measures of achievement or aptitude, or athletic ability and does not establish criteria or requirements for admission in accordance with MN Statute 124E.11(e)

*Legal References: MN Statute 124E.11 Charter School Admission requirements and Enrollment  
MN Statute 120A.20 Admission to Public School*

*Cross References: AFSA Policy 402 (Disability Nondiscrimination)  
AFSA Policy 413 (Harassment and Violence)  
AFSA Policy 649 (Early Admission to Kindergarten)*