

Policy 509 ENROLLMENT**I. PURPOSE**

The purpose of this policy is to explain how Hmong College Prep Academy will decide whom to enroll as pupils in the school.

II. GENERAL STATEMENT OF POLICY**A. Open Enrollment:**

Hmong College Prep Academy is a public charter school. Enrollment policies comply with MN Statute 124E.11. Enrollment in Hmong College Prep 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, class status, sexual orientation, disability, or any other factors, other than the capacity of the program, class, grade level, or building allows.

B. Definition of Enrollment:

A student is considered to be enrolled in Hmong College Prep Academy when the school makes an offer of admission, receives an acceptance, and completes necessary enrollment paperwork.

C. Attendance: Student Entrance Age

To be admitted to kindergarten, a child shall be at least five (5) years of age on or before September 1. For admittance to the first grade, a child shall be at least six (6) years of age by September 1. At the request of a parent or guardian, an individual evaluation to determine a child's readiness for placement in the regular school program may be provided for a child whose fifth or sixth birthday falls between September 1 and December 31, even though the child does not meet the above age requirements. Licensed staff employed by Hmong College Prep Academy will provide the evaluation and decision will be final.

III. PROCEDURES**Enrollment Process:****A. Application for Admission:**

Admission applications are posted on Hmong College Prep Academy's website. Additionally, applications may be mailed upon request.

In order to apply to Hmong College Prep Academy, information requested on the Admission Application must be submitted during the Open Enrollment Period. The Open Enrollment Period for any school year falls between January 1st and January 31st. Admission Applications may be submitted via electronic submission, in person, or by mail. Open enrollment closes at midnight on January 31st.

B. Offer of Admission and Lottery:

All applications received during the Open Enrollment Period are automatically offered admission for enrollment (i.e., admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery. In the case of lottery admission, only current residents of the State of Minnesota may be accepted into the lottery.

- C. Preferences for siblings and children of current Hmong College Prep Academy employees:
Two classes of students have preference for enrollment at Hmong College Prep Academy:
siblings of currently admitted students, foster children of an enrolled pupil's parents and
children of current employees. This preference is in accordance with MN Statute 124E.11(c).

Siblings and foster children of an enrolled pupil's parents, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically offered admission unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, the sibling of the student with the lowest lottery number (first drawn) has preference and is awarded the placement.

If all available enrollments in a grade are filled by siblings and foster children of an enrolled pupil's parents, the sibling is added to the waiting list with priority over any other student.

Children of employees also have preference over the general public. Siblings/foster children of an enrolled pupil's parents have preference over children of current employees. Children of current employees, who submit an application before the expiration of the open enrollment period, are automatically offered admission unless the number of children of employee applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of children of employees' applications exceeds available enrollment in any grade, the child of the employee with the most seniority has preference and is awarded the placement.

If all available enrollments in a grade are filled, Hmong College Prep Academy places the child on the waiting list with preference over the general population, but not over siblings/foster children of an enrolled pupil's parents.

An employee eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.

**Note: the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.*

- D. Lottery:
Reference HCPA Lottery Policy

If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade after siblings/foster children of an enrolled pupil's parents and children of employees have been enrolled, the school conducts a general lottery within one week after expiration of the Open Enrollment period. All applications for each

such grade(s) from current residents of Minnesota received before the expiration of the Open Enrollment Period are included in the general lottery.

Hmong College Prep Academy conducts all lotteries through a method of random selection. Students are offered admission to the school in the order in which they are numbered in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s).

E. **Waiting List:**

There is one waiting list with two determinations of preference. Students who are siblings/foster children of an enrolled pupil's parents of currently enrolled students are given preference over all other students on the waiting list. The students of current employees are given next priority on the waiting list. Students who are children of current employees have priority over the general waiting list, but not over siblings/foster children of an enrolled pupil's parents on the waiting list. A student may only be kept on the current employees' waiting list while their parent is employed at Hmong College Prep Academy. All other students are put on the waiting list after those with a preference after all open places in grades are filled. The order of the waiting list is determined by the random numbering from the lottery. Applications received after the lottery are added to the end of the applicable waiting list for each such grade, in the order received.

The school board reserves the right to close admission to any particular grade for any given year. (MN statute 124E.11)

F. **Acceptance of Offer of Admission:**

Students are offered admission, or notified of status on the waitlist, by letter. Submitting an application to Hmong College Prep Academy will not take a student out of their current school until registration is completed, nor will the current school be notified until Hmong College Prep Academy receives an acceptance of an offer of admission.

Upon acceptance of an offer of admission, by the deadline specified in the Offer of Admission letter, a student is then considered Enrolled in Hmong College Prep Academy. If Hmong College Prep Academy does not receive a response of acceptance by the specified deadline, the student is placed at the end of the waiting list. Families will be notified of their number on the waitlist by letter.

Registration of Enrolled Students:

A. **Records Request:**

Upon acceptance of an offer of admission, Hmong College Prep Academy requests academic records, transcripts, schedules, standardized test results, most recent 3-year evaluation, and special education records, if any.

Pursuant to Code of Federal Regulations 34 § 99.31(a)(2) and Minn. Stat. § 13.32 Subd. 3(e), generally, education data cannot be released without the consent of a parent or eligible student (a student who is 18 or attending a postsecondary institution). One exception is that a school district can release education data to school officials in another district where a student seeks or intends to transfer or enroll, or where a student already is enrolled as long as the release is for purposes related to the student's enrollment or transfer.

B. Program Preparation:

In order to best serve the student, upon receipt of school records, Hmong College Prep Academy prepares for the student's first class day through several planning measures.

C. First Transition Meeting:

Hmong College Prep Academy invites the student's family and the student to meet with administration to discuss the student's transition to Hmong College Prep Academy. At this time Hmong College Prep Academy schedules an optional, half-day for the student to shadow a current student.

D. Second Transition Meeting:

Following the observation and optional student shadow described above, Hmong College Prep Academy invites the student's family to meet with administration a second time to discuss the results of the student's experience and the observations of the supports in the student's current school placement.

Enrollment Limitations:

In accordance with MN Statute 124E.11, Hmong College Prep limits enrollment for each grade. Also, the HCPA Board of Directors has determined that only current residents of Minnesota may be included in the lottery.

Protected Rights of Students:

Minn. Stat. § 363A.13 Minn. Stat. § 363A.14 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)

Adopted:

Reviewed: May 25, 2022, Sept. 25, 2024

Board Approved: May 25, 2022, Sept. 25, 2024