

Urban Academy

Policy and Procedure:

ADMISSIONS and LOTTERY POLICY

Policy No.: 01.04

Originate: August 2003

Revised/Reviewed March 2026

Adopted: 8/03

Page 1 of 3

I. PURPOSE

A. This policy is to define the parameters that Urban Academy will use in admitting students into their school.

II. GENERAL STATEMENT

A. Urban Academy, in compliance with current state, and federal statutes and regulations and in recognition of its obligation to provide equal educational opportunities for all persons within its jurisdiction as a public school, affirms that it will not discriminate on the basis of race, gender, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status, age, sexual orientation, or disability in the following areas: access to course offerings, curriculum materials, counseling practices, extracurricular activities, or use of school facilities. This policy supports Urban Academy's good faith efforts to comply with Title IV of the Civil Rights Act of 1964 and Title IX of the educational amendments of 1972.

B. Urban Academy, in compliance with federal and state laws applicable to charter schools, including Minnesota's Charter School Law, Chapter 124E, and the Minnesota Human Rights Act, Chapter 363A, when enrolling students and placing them in appropriate programs. Urban Academy may seek basic information about students or their parents/guardians for the purposes of admissions but may not use information sought about students or their parents/guardians for discriminatory purposes. Protected class data can only be collected after the student has gone through the admissions process and is enrolled. Urban Academy may seek additional information about a student to assist with placement once a student is enrolled if this information is kept separate from a student's initial application. Certain limits on admissions and enrollment preferences are required of Urban Academy, while others are optional.

C. **Admission Requirements and Enrollment under Minnesota Statutes, section 124E.11** (b) A charter school, including its preschool or prekindergarten program established under section 124E.06, subdivision 3, paragraph (b), must 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

Urban Academy		
Policy and Procedure: ADMISSIONS POLICY		
Policy No.: 01.04		
Revised:	3/26	Page 2 of 6

by lot. The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.

Enrollment preferences are as follows: Mandatory enrollment preferences (these are legally required):

- Any eligible pupil who resides within Minnesota.
- A sibling of an enrolled student.
 - o Note: Statute does not provide special enrollment preferences for twins or other multiple-birth siblings. Twins and other multiple-birth siblings receive the same enrollment preferences as other siblings of enrolled students.
- A foster child of an enrolled student’s parents.
 - o Note: Statute does not indicate that a foster child must be in “long-term placement” to meet this preference criteria.

Optional enrollment preferences (these are Urban Academy preferences the law allows):

- Staff member has preference for their child to attend Urban Academy, including foster children. But must be employed at Urban Academy where his/her employment is stipulated in advance to total at least 480 hours in a school calendar year.

D. Early Admission to Kindergarten

In Minnesota, children are eligible to attend kindergarten when they are five years old on or before September 1 of the calendar year that schools start. Children who are not yet five-years-old on or before September 1 may be considered for kindergarten early entrance but must comply with the following:

Urban Academy		
Policy and Procedure: ADMISSIONS POLICY		
Policy No.: 01.04		
Revised:	3/26	Page 3 of 6

1. Parents who would like their child to be considered for early admission to kindergarten should submit the following documents to Urban Academy by April 1st:

- a. A request for Early Admission to Kindergarten.
- b. Documentation needed may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

2. Once all documents are received and pending an open enrollment spot in kindergarten. Your student will be evaluated for early admission to kindergarten. If an open enrollment spot is not available, your student will be included in the lottery for admission for kindergarten. Once your student is enrolled, an assessment team at Urban Academy will evaluate your student for the following:

- a. Academic Readiness
- b. Fine and Gross Motor Skills
- c. Language Skills
- d. Social and Emotional Maturity

3. Once the assessment of your student is complete. The assessment team will inform the parents of the outcomes of the assessment and give their recommendations.

4. Once the student is accepted for early admission to kindergarten. Urban Academy and the parent will work in unison to ensure that early admission is the best or not in the best interest of the student. If the parent determines that early admission is not in the best interest of the student, then the parent will decide whether to withdraw or keep the student at Urban Academy.

Urban Academy		
Policy and Procedure: ADMISSIONS POLICY		
Policy No.: 01.04		
Revised:	3/26	Page 4 of 6

LOTTERY ADMISSION:

Lottery Process As required by Minnesota Statutes 2024, section 124E.11, paragraph (b), all eligible students who submit timely applications to a charter school must be enrolled unless the number of applications exceeds the capacity of a program, class, grade level, or building. (Please note, “program” or “class” does not refer to a special education program or class for students with disabilities.)

Urban Academy will maintain a waitlist following the lottery, please note that waitlists can only be used to fill seats in the school year for which the lottery occurred. Waitlists do not carry forward from year to year. In other words, a student’s presence on the waitlist cannot be used as an application to be entered directly into the next open enrollment period and lottery (as applicable) or to admit students in any subsequent years. Families of children not enrolled in the school must submit an application for each open enrollment period in order for the application to be considered timely and thus eligible for the lottery for that open enrollment period.

- A general lottery will be conducted in February for each grade level where the number of enrollment applications received exceeds the number of openings for the Fall. A completed enrollment application must be received by February 1st to be included in the lottery.
- Acceptance
 - If your child is accepted, Urban Academy will notify you by mail and phone call.
 - If he/she declines the notice. The lottery drawing will be conducted until a new student has accepted and is enrolled at Urban Academy.

Students Remain Enrolled until Student Withdraws or is Expelled

Per Minnesota Statutes 2024, section 124E.11:

Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school’s free preschool or prekindergarten program under section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws, the Page 5 Updated April 2025 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

Urban Academy		
Policy and Procedure: ADMISSIONS POLICY		
Policy No.: 01.04		
Revised:	3/26	Page 5 of 6

Fair Dismissal Act in sections 121A.40 to 121A.56.

Please note, only students in free preschool or prekindergarten programs retain enrollment. If a student is enrolled in a charter school preschool or prekindergarten program for free (via scholarship or some other funding source), but other students in the early learning program pay tuition, then the early learning program is not considered “free” because the early learning program is not free to all participants.

Per Minnesota Statutes 2024, section 124E.03, subdivision 2(j), “A charter school is subject to and must comply with the Pupil Fair Dismissal Act, sections 121A.40 to 121A.56 and 121A.575, 121A.60, 121A.61, and 121A.65.” The Pupil Fair Dismissal Act provides the requirements charter schools must follow when dismissing a student from the school’s education program.

Per Minnesota Statutes 2024, section 121A.41, subdivision 2, “‘Dismissal’ means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.”

Per Minnesota Statutes, section 121A.41, subdivision 4, “‘Exclusion’ means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period of time that shall not extend beyond the school year.” Per Minnesota Statutes, section 121A.41, subdivision 5, “‘Expulsion’ means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.”

Schools cannot require enrolled students complete forms regarding their enrollment in the upcoming school year. These are sometimes called “Intent to Return” forms, “Returning Student Enrollment” forms, or even “Reenrollment” forms. While schools may request for planning purposes information from enrolled students about their plans for the upcoming school year, schools cannot require enrolled students provide such information in order to remain enrolled in the school. Families of enrolled students have no obligation to complete these forms as their children are already enrolled and remain enrolled unless they formally withdraw or are expelled under the Pupil Fair Dismissal Act.

III. **RESPONSIBILITIES**

A. All Urban Academy employees will assist all applicants and their parents or legal guardians without discrimination

B. The Director of the school shall review or delegate the review of all applications, ask for additional information if it is needed to assist in the enrollment process, and render

Urban Academy		
Policy and Procedure: ADMISSIONS POLICY		
Policy No.: 01.04		
Revised:	3/26	Page 6 of 6

a decision as to whether or not the request for admission be approved within a reasonable time frame.

C. The School Board shall review all contested applications for admission.