

Procedure #6001
Title: STUDENT ADMISSIONS
Category: Academy Programs
Date of Initial Approval: 03-26-2012 (#3012)
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Reviewers: MSA Instructional Leadership Team

I. PURPOSE

This procedure is to establish a clear and consistent procedure for enrollment at the Minnesota State Academies (MSA) in accordance with federal and state laws. **Refer to Policy #646 for Admission Standards and Legal Authority*

II. INITIAL INQUIRY AND CONTACT

Students, Parents/Guardians, Districts, and Family Members who want to get more information and/or express interest in having a student attend either campus may contact the Director of Curriculum and Educational Programs and/or their administrative assistant. Contact information is posted on the MSA, MSAB, and MSAD websites. The Director of Curriculum and Educational Programs and/or their administrative assistant will follow up with inquiries within 24 hours and establish a date/time/schedule for visits/follow-up conversations and/or share information about our programs with the individual (website information, statewide resources, answers to questions, etc.)

If/when families visit MSA and express interest in having their student attend MSA, an effort will be made to include an introduction/contact with administrators on campus and/or their designer (Student Support Services, campus directors, Student Health, Student Nutrition, Student Life, etc.). Tours will be put on the internal calendar and daily announcements.

The Director of Curriculum and Educational Programs division will share an informational packet which includes a step-by-step description of the process of considering a student for enrollment, school/program specific information, and *the Notice of Procedural Safeguards – Parent Rights for Special Education*.

III. INFORMATION SHARING

The Director of Curriculum and Educational Programs will utilize a shared folder with all required documents for review of the internal enrollment team. The internal enrollment team will meet throughout the year to review students' information, request additional documents/information as necessary, and make recommendations for the official MSA designee to take to the Individual Education Program (IEP) team for discussion. New information/documents must be reviewed within 48 hours of receipt by all team members. Meetings will be scheduled as necessary to ensure timely responses to enrollment requests.

In order for MSA to learn about the prospective student, the following materials must be received prior to the internal enrollment team meeting.

1. Documents needed from resident district:
(Parents/Guardians may provide this information if they have copies on hand)
 - a. Current/most recent IFSP/IEP, including individual

accommodations, Behavior Plans, Medical Plans/Health Forms, etc. if applicable.

- b. Current/most recent evaluation report
 - c. Most recent audiogram from an audiologist (if applicable)
 - d. Most recent eye report from an ophthalmologist (if applicable)
 - e. Progress reports/report cards
 - f. High school transcript (if applicable)
 - g. Results of district/state tests (if applicable)
 - h. Any other assessment or anecdotal information that will help MSA become more familiar with the student and their needs.
2. Documents needed from parents/guardians:
 - a. Consent for release of information Form
 - b. Questionnaire for parents – student information, family interview, etc.
 - c. Relevant court documentation (if guardianship is unclear).

IV. INTERNAL ENROLLMENT TEAM REVIEW

Upon receipt of all required documents, the internal enrollment team will convene and discuss all information included in the student packet. The internal enrollment team may include the following team members:

1. Director of Curriculum and Educational Programs
2. Director of Student Support Services
3. Campus Director (MSAB or MSAD)
4. Student Life Director (if applicable)
5. Director of Health Services

The internal enrollment team will determine if additional information is needed, recommendations for the IFSP/IEP team, and who will represent MSA at the IFSP/IEP meeting.

V. DISTRICT REFERRALS (IN STATE & OUT OF STATE)

For any IEP or IFSP meetings that address full-time, part-time, or short-term enrollment at MSA, the IFSP/IEP team must include a representative from MSA. The IFSP/IEP meeting is normally conducted by the student's resident district (with the exception of trial placements requested by parents). When invited, the MSA representative attends the meeting and shares recommendations from the internal enrollment team. The IFSP/IEP team shall then determine the appropriateness of placement at MSA.

Parents/guardians must be provided with their due process rights as outlined in the Individuals with Disabilities Education Act (IDEA) and state law, including the right for conciliation and/or due process hearings to resolve any placement disputes with either the resident district or MSA.

If the IFSP/IEP team determines that MSA is an appropriate placement (MSAD, MSAB, or both), registration documents are shared with the family. The IFSP/IEP must be updated to reflect the following:

1. Decision regarding the educational placement for the student.
2. Any proposed changes to services, service levels, and/or accommodations

3. Any proposed changes to IFSP/IEP goals and objectives
4. Updated Prior Written Notice (PWN) to the parents/guardians which reflect the discussion and agreement of the proposed changes (placement, services, goals, etc.) as required. A copy of this notice must also be provided to MSA.
5. Signed Agreement of the parents/guardians to all of the changes proposed in the PWN.

After the student is enrolled, the student's IFSP/IEP team will reconceive after 30 days and review the student's IFSP/IEP to propose the necessary changes.

If the IFSP/IEP team determines that MSA is not an appropriate placement, the IFSP/IEP team must consider other options for meeting the student's educational needs and the resident school district is responsible for providing the parents/guardians with the appropriate notice.

VI. PARENT CHOICE TRIAL PLACEMENT REQUESTS

If Parents/Guardians wish to enroll students at MSA utilizing the Parent Choice Trial Placement (MN Statute 125A.69, Subd.1c), they must request consideration by contacting the Director of Curriculum and Educational Programs. They must also submit all required documents for consideration by the internal enrollment team. The internal enrollment team will follow the same procedure as other enrollments, gathering/reviewing information, and making recommendations for the IFSP/IEP team to consider. If the internal enrollment team recommends that we proceed with recommending enrollment at MSA, the IFSP/IEP team will be convened at MSA, with the following members –

1. At least one MSA administrator
2. The parent (and/or the student if applicable)
3. One representative from the student's home district (if available)
4. One licensed teacher/support service staff from the campus that is being considered for placement
5. Any related service staff that will potentially provide services to the student

The IFSP/IEP team shall consider the change of placement; any changes in services, service levels, or accommodations; any changes in goals or objectives; and the date for reconvening the IFSP/IEP team (between 60-90 days) to determine if continued enrollment at MSA beyond the trial enrollment period is appropriate. All of the discussions and decisions of the IFSP/IEP team must be documented within the IFSP/IEP and on an updated PWN approved by the parents prior to the start date.

Upon review of information/data gathered during the trial placement, the IFSP/IEP team will determine if MSA is an appropriate educational placement for the student. If the IFSP/IEP team determines that MSA is not an appropriate placement beyond the trial period, or if the parent and the IFSP/IEP team disagree on the student's placement, the student's placement reverts to the placement that immediately preceded the trial placement.

VII. COMPLETION OF REGISTRATION FORMS AND ENROLLMENT STEPS

Once placement at MSA is determined to be appropriate, electronic forms will be shared with the parent for completion prior to the student's start date. These forms will include all required forms, contact information, and permissions as determined by the MSA instructional leadership team. Failure to complete and return all required forms may delay the start date.

When the start date is determined, the Director of Curriculum and Educational Programs or their administrative assistant will send out the necessary information to all staff.

1. A photo of the student, name, day/dorm status, and grade
2. Information to Department Heads and Clerical on the student to start the process of getting – Transportation, 1:1 student devices, computer logins, email accounts, student ID (if applicable) student account, and student information entered into the school's Student Information System.
3. Campus Directors will communicate the students' schedule and assign a case manager.

The Director of Student Support Services will share any pertinent information about the new student, and their schedule, services, accommodations, and goals will be shared with all assigned staff. Teachers and support staff who work with the new student will be given access to the student's IFSP/IEP prior to their start date to ensure compliance. Communication to the entire campus will be sent out prior to the start date.

The Student Support Services department is responsible for ensuring that all evaluation information, IFSP/IEPs and PWNs, grade reports/transcripts, and registration forms are filed accurately in the student's permanent file after the enrollment process is complete (paper files).

VIII. SUBSEQUENT IEP MEETINGS

The student (if appropriate), parent/guardian, resident school district, or MSA may initiate an IFSP/IEP team meeting at any time but must meet at least annually. At each IFSP/IEP meeting, the team reviews and updates current information, goals/objectives, services, and placement, following established procedures and forms utilized by MSA's special education department. For all students entering MSA from other districts, MSA will reconvene the IFSP/IEP team and review IFSP/IEPs within 60-90 days of their start date.