



UBAH ACADEMY

1600 Main Street, Hopkins, MN 55343
Phone: (952) 540-2942 **Fax:** (952) 999-8083
www.ubahacaemymn.org

Admissions and Enrollment Policy

SCHOOL BOARD POLICY #: 509

SCHOOL BOARD POLICY NAME: ADMISSIONS AND ENROLLMENT

APPROVAL DATE(S): November 14, 2025; April 10, 2026

Reference: *Minnesota Statutes, section 124E.11 Admission Requirements and Enrollment*

I. Purpose

In Minnesota, a charter school enrollment policy aims to ensure equitable access to public education while also providing flexibility for innovative educational programs. These policies, governed by Minnesota Statutes 124E, must be nonsectarian and cannot limit admission based on intellectual ability, achievement, aptitude, or athletic ability. 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. This policy guides the process for enrollment at Ubah Academy, including the use of a lottery if demand exceeds capacity.

II. Definitions

The term “enrolled” refers to a student currently attending Ubah Academy

Nondiscrimination Statement

Ubah Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students at the school. Ubah Academy will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and will comply with all federal and state laws prohibiting discrimination.

III. Enrollment Determination/Statement

Ubah Academy shall annually establish the number of sections offered per grade level and the maximum number of students per section.

IV. Enrollment Preference Policy

Per Minnesota law, Ubah Academy grants enrollment preference as follows:

A. Siblings of currently enrolled students

This includes biological, adopted, or step-siblings in the same household.

B. Foster children of a student’s parent or guardian

Applications must be received before the deadline. Late submissions are placed at the bottom of the preference group.

C. Children of Ubah Academy employees

The employee must have an active at-will employment letter (whose employment is stipulated in advance to total at least 480 hours in a school calendar year). If hired after the window closes, the child is placed at the bottom of the employee preference waitlist.

V. Application Period

- A. The application window (to be included in the lottery) for the upcoming school year runs from December 1 to March 31 at 11:59 p.m. of the current school year. Applications are accepted after March 31, which are added to the waiting list in the order received and in accordance with this policy. Each prospective student must complete an initial application, or families may choose to complete the full application packet instead. Both forms are available on the school's website.
- B. Applicants are responsible for confirming that Ubah Academy received their application. If confirmation is not received, applicants must follow up before the deadline.
- C. Application instructions and deadlines will be posted on the Ubah Academy website.

VI. Lottery Process

- A. If demand exceeds capacity in any grade, a lottery will be conducted in mid-April (usually on April 15 or the next school day).
- B. Before the lottery
 1. The Office of Student Services advances current students to the next grade.
 2. Available seats per grade are confirmed.
 3. All timely applications are organized by grade and preference.
- C. The lottery includes the following:
 1. Oversight by at least three people from the following groups: Student Services, school administrators, and School Board members
 2. Certification of results (signed by all participants)
 3. Board certification
 4. Lottery assignment in the order drawn
 5. Waitlist placement for remaining students
- D. Families will be notified of lottery results by May 15.

VII. Waiting List Management

Applications received after March 31 are placed on the appropriate waitlist (general, sibling, or employee) in the order received.

As seats become available:

- A. The contact person for the next student at the top of the waitlist is contacted by email and phone.
- B. Families have 48 hours to respond.
- C. No response is treated as a decline, and the student is removed.
- D. Re-entry requires a new application.
- E. If a family declines, but wants to stay on the list, they must notify the school.
- F. Applications do not carry over to the lottery for the following school year. Waitlists are valid for one school year only.

VIII. Enrollment Confirmation

Once a parent/guardian is offered a seat for a student and accepts, families must submit the official enrollment packet by the specified deadline to secure placement.

IX. Withdrawn Students

Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, the student is considered enrolled in the school unless one of the following occurs:

1. The student formally withdraws.
 - A Withdrawal Form must be completed and signed by a parent or guardian
2. The school receives a request for the transfer of educational records from another school.
3. The school receives a written election by the parent or legal guardian of the student withdrawing the student.
4. The student is expelled under the Pupil Fair Dismissal Act in Minnesota Statutes, sections 121A.40 to 121A.56.
5. A withdrawn student who would like to re-enroll at Ubah Academy must reapply and is subject to the standard application and lottery process.

In the event Ubah Academy policies adopted by the School Board are in conflict with then applicable Minnesota law, the provisions of the law will apply.

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)
Minn. Stat. § 124E.17 (Charter School Information)
Minn. Stat. § 363A.13 (Educational Institution)

Cross References: None

*MSBA/MASA Model Policy 509 Charter
Rev. 01/02/2024*