

Adopted: January 2014
Reviewed: May 14, 2026

Twin Cities International Schools

ADMISSIONS AND ENROLLMENT (591)

I. PURPOSE

The purpose of this policy is to set forth admission and enrollment procedures that Twin Cities International Schools (TCIS) utilizes.

II. GENERAL STATEMENT OF PURPOSE

Twin Cities International Schools follows [Minnesota Statute 124D.10](#) in its enrollment practices. The text of the law is as follows:

A charter school shall 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 by lot. The charter school must develop and publish a lottery policy and process that it must use when accepting pupils by lot.

A charter school shall give preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's teachers before accepting other pupils by lot.

A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this subdivision.

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.

III. ADMISSION LIMITATIONS

A. The charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), may limit admission to:

1. pupils within an age group or grade level;
2. pupils who are eligible to participate in the graduation incentives program under Minnesota Statutes, section 124D.68; or
3. residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

B. The charter school shall comply with the Minnesota Human Rights Act, which prohibits educational institutions from discriminating against students based on a

protected class including race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability.

- C. Charter schools must disseminate information about the school's offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population. The school must document its dissemination activities in the school's annual report. The school's dissemination activities must be a component of the authorizer's performance review of the school.

IV. ENROLLMENT

- A. The charter school, including its prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), shall 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 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.
- B. Admission to a charter school must be free to any eligible pupil who resides within the state. A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota. A charter school must require a pupil who does not reside in Minnesota to annually apply to enroll in accordance with Minnesota Statutes, section 124E.11, paragraphs (a) to (f).
- C. A charter school must give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. A staff member 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.
- D. A person may not be admitted to the charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its website a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs A and B.

The following regulations apply to students who seek admission to Twin Cities International Schools during kindergarten or first grade:

Kindergarten Admission

1. Children whose fifth birthday is on or before September 1 are eligible for kindergarten entrance without assessment.
2. Children whose fifth birthday is on September 2 or thereafter through October

31 may be considered for admission to kindergarten based upon an assessment procedure that is described in Section III (below) AND only after all eligible September 1 students are enrolled.

Underage Children Previously Enrolled in School, but Entering Twin Cities International Schools for the First Time:

A kindergarten child moving into the school district during the school year from another school district that does not have identical entrance requirements, may be allowed to continue his/her education in this school district. Children who have attended kindergarten for a year in a public or nonpublic school may be admitted directly to the first grade even though they are underage according to our admission policy.

Kindergarten students are required to present a birth certificate or other of birth date before they are enrolled.

First Grade Admission of Children Not Previously in School.

If a child is six years old on or before September 1 of the present school year, the child should be placed in first grade unless there are some obvious signs of immaturity.

For more information regarding early admission and enrollment procedures at TCIS, please refer to [policy 534 Age of Entrance and Procedures](#) located on the school's website and in the main office.

- E. Except as permitted in paragraphs D and I, the charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this section.
- F. The charter school or any agent of the school must not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.
- G. 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 Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), 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 Minnesota Statutes, sections 121A.40 to 121A.56.
- H. A charter school with at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf or hard-of-hearing may enroll prekindergarten pupils with a disability under Minnesota Statutes, section 126C.05, subdivision 1, paragraph (a), and must comply with the federal Individuals with Disabilities Education Act, 20 U.S.C. § 1412(a)(1)(A).

with Disabilities Education Act under 34 Code of Federal Regulations, section 300.324, subsection (2), clause (iv).

- I. A charter school serving at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing may give enrollment preference to students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing. The charter school may not limit admission based on the student's eligibility for additional special education services.

V. PROCEDURES

- A. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and school website. Information regarding Minnesota Statute 124D.10 will be included in the form.
- B. Each year Twin Cities International Schools will inform the public of the deadline for submitting enrollment forms for admissions for the following school year.
- C. Twin Cities International Schools will publish annually a date for its initial annual lottery for admission for the following school year if needed.
- D. The Director and administrative team will conduct the lottery on the designated date.
- E. Spaces that open after a class is filled through the initial lottery will be filled by lot from available applicant at the time is made available.
- F. Families will be notified by mail regarding their child's/ward's status during the admission process.
- G. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and on the school website.

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
Orig. 2022 (as Charter Policy)
Rev. 2024

Lottery Process Addendum:

A Lottery process is used at the beginning of any school year, if there are more students who have pre-enrolled than there are spaces for in each grade level, and after the Admission Policy enrollment preferences (sibling, school staff, KDG age requirements) have been filled.

TCIS opens its pre-enrollment in Mid-February of the previous school year for which parents are wishing to enroll. TCIS accepts pre-enrollment forms until July 15 prior to the school year starting or until 125 student spots per grade level are filled. At that time, if there are more than 125 students per grade waiting placement, TCIS will plan a lottery.

*Parents who have completed an on-time pre-enrollment form will be contacted as to the specific date, time and location of the lottery, should they wish to attend. **Presence at the lottery is not required to be eligible.** The lottery will be held in the early part of August to allow families and the district enough time to make transportation arrangements or find another placement should they not be selected during the lottery. Notice of the lottery will also be published on the school's website.*

The lottery will be conducted by the School Director and Administrative Team. Student names will be put on slips of paper and randomly drawn until all 125 spaces are filled. All other names will be placed on the waiting list. Parents will be notified by phone and mail if their child is selected during the lottery if they are not in attendance.

The dates listed above may change for each school year and will be posted on the school's website for enrollment information.