

509 ADMISSION, ENROLLMENT, AND LOTTERY

I. PURPOSE

The purpose of this policy is to set forth the admission, enrollment, and lottery procedures that TEAM Academy utilizes.

II. GENERAL STATEMENT OF PURPOSE

TEAM Academy will admit and enroll eligible students consistent with Minnesota law, TEAM Academy's charter contract, and this policy. TEAM Academy will use fair, transparent, and nondiscriminatory admission, enrollment, and lottery procedures and will publish this policy and its lottery process on TEAM Academy's website.

III. ADMISSION LIMITATIONS

- A. TEAM Academy, including its preschool or prekindergarten program if offered under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), will limit admission only as permitted by Minnesota Statutes, section 124E.11, to pupils within the age group or grade levels served by TEAM Academy and any preschool or prekindergarten eligibility requirements established for the program and permitted by law.
- B. TEAM Academy will 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. TEAM Academy will disseminate information about TEAM Academy'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 TEAM Academy's student body relative to Minnesota's population. TEAM Academy will document its dissemination activities in the school's annual report. TEAM Academy's dissemination activities will be a component of the authorizer's performance review of TEAM Academy.

IV. ENROLLMENT

- A. **Enrollment, capacity, open enrollment, and lottery process.** TEAM Academy will 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. If applications exceed capacity, TEAM Academy will accept pupils by lot using the lottery process in this policy. TEAM Academy will publish this policy and lottery process, including on TEAM Academy's website.
 - 1. **Annual capacity set by the Board.** By the start of the open enrollment period each year, TEAM Academy's Board will set the capacity for each program, class, grade level, and/or building for the next school year. Unless the Board sets a different capacity before the start of open enrollment, TEAM Academy's current capacity is 20 PreK students and 25 students in each kindergarten through grade 6 grade level. Capacity determinations will account for continuing students who remain enrolled under this policy.
 - 2. **Open enrollment window.** TEAM Academy's open enrollment period for the next school year will run annually from November 1 through February 12, unless the Board publicly approves a different open enrollment window before the window opens.

3. **Website application.** On or before the first day of the open enrollment period, TEAM Academy will make the application for the next school year available on TEAM Academy's website. Before the next-year application opens, TEAM Academy will continue to use the current-year application for current-year enrollment openings. TEAM Academy's application materials will clearly identify the school year to which the application applies.
 4. **Applications received during open enrollment.** If the number of timely applications received during open enrollment does not exceed available capacity for the applicable program, class, grade level, or building, TEAM Academy will enroll all eligible applicants. If the number of timely applications exceeds available capacity, TEAM Academy will conduct a lottery.
 5. **Lottery procedure.** After the open enrollment period closes, TEAM Academy will verify each timely application for the applicable grade level or program, Minnesota residency, and any enrollment preference stated in this policy. TEAM Academy will assign each timely applicant a unique lottery number. TEAM Academy will conduct the lottery by grade level or program using a random number generator, randomized numbered draw, or another auditable random selection method. TEAM Academy will apply enrollment preferences permitted by this policy before accepting other pupils by lot. TEAM Academy will document the lottery date, time, method, persons present, lottery results, and resulting waitlist order, and will retain the lottery records in accordance with the school's records retention practices. TEAM Academy will conduct the lottery in a manner that protects private student and family data.
 6. **Waitlist and late applications.** TEAM Academy will place applicants who are not offered available seats on the applicable waitlist in the order produced by the lottery. If a seat becomes available, TEAM Academy will offer the seat to the next eligible applicant on the applicable waitlist, applying the resident priority and enrollment preferences in this policy. Applications received after the open enrollment deadline will be considered after timely applications and will be added to the applicable waitlist in the order received. If multiple late applications are received on the same date for the same grade or program and capacity is insufficient for all of them, TEAM Academy will randomly order those applications using the same or a substantially similar lottery method.
- B. **Resident priority.** Admission to TEAM Academy will be free to any eligible pupil who resides within the state. TEAM Academy will give enrollment preference to a Minnesota resident pupil over pupils who do not reside in Minnesota. TEAM Academy will 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. **Enrollment preferences.** TEAM Academy will give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents before accepting other pupils by lot. TEAM Academy will not apply any other enrollment preference unless the Board first adopts and publishes the preference in this policy and the preference is permitted by Minnesota law.
 - D. **Age and grade eligibility.** A person will not be admitted to TEAM Academy 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 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. TEAM Academy 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. A person will not be admitted to TEAM Academy's PreK program unless the pupil is at least four years of age by the first day of school and meets any other TEAM Academy PreK eligibility requirements published in the application materials and permitted by law.
 - E. **Prohibited admission criteria.** Except as permitted in paragraph D, TEAM Academy, including its preschool or prekindergarten program if offered under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), will not limit admission to pupils on the basis of intellectual ability,

measures of achievement or aptitude, or athletic ability and will not establish any criteria or requirements for admission that are inconsistent with Minnesota Statutes, section 124E.11.

- F. **Prohibition on enrollment incentives.** TEAM Academy or any agent of TEAM Academy will 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 TEAM Academy.
- G. **Continuing enrollment and withdrawal.** Once a Minnesota resident student is enrolled in TEAM Academy in kindergarten through grade 12, or in TEAM Academy's free preschool or prekindergarten program under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), the student will remain enrolled in TEAM Academy until one of the following occurs: (1) the student formally withdraws; (2) TEAM Academy receives a request for the transfer of educational records from another school; (3) TEAM Academy receives a written election by the parent or legal guardian withdrawing the student; or (4) the student is expelled under the Pupil Fair Dismissal Act (PFDA), Minnesota Statutes, sections 121A.40 to 121A.56.

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

Cross References: None