POLICY MANAGEMENT
Adopted: 10/24/2019
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Mandatory: Yes
Frequency: Every 2 years
Annual Distribution: Handbook (Y)(portions), Website, Student Handbook

ART AND SCIENCE ACADEMY
POLICY 517 – ENROLLMENT AND LOTTERY

I. PURPOSE

The purpose of this policy is to outline Art and Science Academy's Enrollment and Lottery process. This replaces the Admission of Students Policy (2014). The purpose of this policy is also to establish admission, enrollment, lottery, waiting list, and withdrawal procedures for Art and Science Academy in accordance with Minn. Stat. § 124E.11 and other applicable state and federal law.

II. DEFINITIONS

Parent
The term "parent" as used in this policy refers to the legal guardian of a student as defined in Minn. Stat. § 124E.11(c).

Art and Science Academy
Art and Science Academy may also be known as ASA throughout this document.

Enrolled
A student will be considered "enrolled" at ASA upon their first day of actual attendance at ASA. A Minnesota resident student enrolled in kindergarten through grade 12 at ASA shall remain enrolled until the student formally withdraws, ASA receives a request for the transfer of the student's educational records from another school, ASA receives a written election by the student's parent or legal guardian withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40–121A.56.

Elementary
Grades K-5. May also be referred to as ES.

Middle School

Grades 6-8. May also be referred to as MS.

Sibling
A sibling is a child who shares at least one biological or adoptive parent or is a step-sibling residing in the same household.
For purposes of enrollment preference, ASA shall give preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents, consistent with Minn. Stat. § 124E.11.

ASA Employee
The term “Employee,” as used in this policy, refers to an individual employed by the school on a regular, scheduled basis during the school year whose employment is stipulated in advance to total at least 480 hours in a school calendar year. This includes licensed and non-licensed staff with ongoing assignments. Individuals working only on an “as-needed” or contractual basis (e.g., substitutes or independent contractors) are not considered employees for purposes of enrollment preference under Minn. Stat. § 124E.11.

Enrollment Application
The term “Enrollment Application,” as used in this policy, refers to the official ASA Enrollment Application that must be completed and submitted by a parent or legal guardian for a student to be considered for admission to Art and Science Academy. The Enrollment Application is valid for one lottery cycle, and a new application must be submitted for inclusion in subsequent lotteries, in accordance with Minn. Stat. § 124E.11.
ASA shall not require information or establish application criteria that screen or limit admission based on intellectual ability, measures of achievement or aptitude, athletic ability, or other criteria prohibited by Minn. Stat. § 124E.11.

Enrollment Form
The term “Enrollment Form,” as used in this policy, refers to the set of documents provided to families after a student has been formally accepted for admission to ASA. The Enrollment Form collects required student information for state and federal reporting, placement, and support purposes. All parents/guardians enrolling a student must also complete a Minnesota Language Survey, which must be included as a separate page within the enrollment packet.

Completion of enrollment forms shall not be used as an additional admission screening process.

III. ENROLLMENT

A. Enrollment Limits

Elementary (K-5): ASA currently limits enrollment to 25 students per grade level per section.
Secondary (6-8): ASA currently limits enrollment to 30 students per grade level per section.
ASA may limit admission to pupils within an age group or grade level, consistent with Minn. Stat. § 124E.11.

B. Eligibility and Minnesota Residency

Admission to ASA shall be free to any eligible pupil who resides within Minnesota.

ASA shall give enrollment preference to a Minnesota resident pupil over a pupil who does not reside in Minnesota.
A pupil who does not reside in Minnesota must annually apply to enroll in accordance with Minn. Stat. § 124E.11.

C. Deadline/Admissions Cut-off Date

ASA 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. When applications exceed available capacity, ASA shall accept pupils by lot in accordance with this policy.
ASA shall publish its enrollment lottery policy and process, including on the school's website.

D. Upcoming School Year Enrollment and Lottery

Applications for the upcoming school year will open on the first Monday of January. The admissions deadline for applicants is the first Friday of March. Applications submitted during this window will be included in the enrollment lottery for the next school year. All applications to be included in the lottery for the upcoming year must be completed, signed and received by ASA by this deadline. All applications will be stamped/marked according to date and time received. If the number of applicants exceeds the number of available openings, all eligible applications will be entered into an enrollment lottery. The public enrollment lottery will be conducted at the first Board of Directors meeting following the application deadline.
The ASA administration shall administer the enrollment lottery in accordance with this policy. The Board of Directors shall provide governance oversight of the process and shall not select individual students for admission or alter the results of a properly conducted lottery.

E. Kindergarten Applicants

A person may not be admitted to ASA 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.

F. First Grade Applicants

A person may not be admitted to ASA 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.

G. Enrollment Application

All prospective ASA students must submit an ASA Enrollment Application to be considered for enrollment. Each ASA Enrollment Application is valid for one lottery cycle. If a parent/guardian wishes for the student to be included in any subsequent lotteries, a new application must be submitted for each cycle.

H. Enrollment Preference Status

Enrollment preferences shall be applied as follows:

1. Minnesota resident pupils shall receive preference over pupils who do not reside in Minnesota.
2. Siblings of enrolled ASA pupils shall receive enrollment preference.
3. A foster child of the parents of an enrolled ASA pupil shall receive enrollment preference.
4. ASA may give enrollment preference to children of eligible ASA staff members before accepting other pupils by lot. A staff member eligible for this preference must be employed by ASA with employment stipulated in advance to total at least 480 hours in a school calendar year. This preference includes the eligible employee's children, including foster children.
5. Remaining eligible applicants shall be considered through the lottery process.ASA shall not establish additional enrollment preferences unless specifically authorized by Minnesota law.

IV. LOTTERY

A. Lottery Process

A completed ASA Enrollment Application received on or before the first Friday in March is required to be included in the annual lottery and/or placement on the waiting list if a lottery is necessary. Applications received after the published lottery deadline shall be handled according to ASA's published enrollment procedures and applicable law. The lottery for all grades will be held at the first ASA Board of Directors meeting following the application deadline. The lottery is open for public observation.
The lottery shall be administered by ASA administration and shall be open to public observation. The Board of Directors shall provide governance oversight of the lottery process.
Families must accept an enrollment offer and complete required enrollment materials within the deadline established by ASA. ASA shall provide reasonable notice of the deadline. Failure to respond within the established deadline may result in the enrollment offer being considered declined and the position being offered to the next eligible student according to the applicable lottery or waiting-list order.
ASA shall maintain documentation of the lottery results and process in accordance with applicable records-retention and student-data requirements.

V. WAITING LIST

A. Waiting List Process

Following the enrollment lottery, those students who have not been admitted will be placed on the waiting list in the order determined by the enrollment lottery. Openings for the upcoming school year will be filled as they become available.
When an enrollment position becomes available, ASA shall offer the position to the next eligible applicant according to the established lottery and waiting-list order and applicable enrollment preferences. ASA shall continue to apply applicable statutory enrollment preferences when filling available positions.

B. Waiting List Information

Waiting-list information shall be maintained and disclosed in accordance with the Minnesota Government Data Practices Act, student-record requirements, and applicable state and federal privacy laws.

C. Failure to Respond

After three documented attempts to contact the parent or legal guardian regarding an available enrollment position, ASA may consider the offer declined and offer the position to the next eligible student according to the applicable waiting-list order.

VI. PROHIBITION ON ENROLLMENT INCENTIVES

ASA and any agent acting on behalf of ASA shall not distribute any services, goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student at ASA.

VII. STUDENT WITHDRAWAL

Once a Minnesota resident student is enrolled in kindergarten through grade 12, the student is considered enrolled until the student formally withdraws, ASA receives a request for the transfer of the student's educational records, ASA receives a written election by the student's parent or legal guardian withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40–121A.56.

When a student withdraws from ASA, an ASA Exit Form should be completed and returned to the front office. ASA will recognize a request for educational records from another school district as official notification of that student’s withdrawal. Families are encouraged to notify ASA in writing as soon as they decide to withdraw to ensure timely processing and accurate record transfer.

VIII. NON-DISCRIMINATION AND ADMISSION

It is the policy of ASA to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status. ASA prohibits any form of harassment, violence or discrimination based on actual or perceived protected class status. ASA shall not establish any criteria or requirements for admission that are inconsistent with Minn. Stat. § 124E.11. ASA shall not limit admission on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, except as expressly permitted by law.

IX. LEGAL AUTHORITY

Applicable State Statutes:
Minn. Stat. § 124E.11 – Admission Requirements and Enrollment
Minn. Stat. § 124E.03 – Applicable Law
Minn. Stat. §§ 121A.40–121A.56 – Pupil Fair Dismissal Act

Minn. Stat. § 363A – Minnesota Human Rights Act
Minn. Stat. ch. 13 – Minnesota Government Data Practices Act, as applicable to enrollment and student records
Applicable federal nondiscrimination and student-record laws
ASA's charter contract and applicable authorizer requirements

X. POLICY REVIEW AND PUBLICATION

ASA shall maintain and publish its enrollment lottery policy and process, including on the school's website.The Board of Directors shall review this policy periodically and revise it as necessary to remain consistent with changes in Minnesota law, federal law, ASA's charter contract, and applicable authorizer requirements.ASA shall also review its public-facing enrollment webpage and update the policy link and process information so that the webpage matches the current Board-approved policy, including application deadlines, lottery timing, and response requirements.