

## **ADMISSIONS AND ENROLLMENT POLICY**

### **I. PURPOSE**

The purpose of this policy is to clearly outline the policies, processes, and guiding principles that will be used by MTCS in responding to student applications for admissions, granting admission to students, and enrolling students in MTCS.

### **II. ENROLLMENT**

A. MTCS may limit admission to:

1. students within an age group or grade level;
2. students 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. MTCS 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. MTCS shall 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 shall document its dissemination activities in the school's annual report. The school's dissemination activities shall be a component of the authorizer's performance review of the school.

D. MTCS shall annually establish the capacity of its programs, classes, grade levels, or buildings, which will determine the maximum number of students that may be offered admission for the following year. MTCS shall enroll an eligible pupil who submits a timely application unless the number of applications exceeds the capacity of the program, class, grade level, or building. If the number of applications exceeds

capacity, admission will be subject to a lottery process, outlined below. A kindergarten student shall not be admitted unless the student is at least five years of age on September 1 of the calendar year in which the school year for which the student seeks admission commences; and a first grade student shall not be admitted unless the student is at least six years of age on September 1 of the calendar year in which the school year for which the student seeks admission commences or has completed kindergarten.

### **III. APPLICATION PERIOD**

- A. An application shall be accepted, pursuant to this policy, for the school year immediately following the close of the application period for the school years requested on the initial student application. An application for enrollment in an upcoming school year is considered “timely” and within the “application period” if it is received by MTCS no later than 4 p.m. on January 31 of the school year preceding the requested enrollment year.
- B. It is the responsibility of the applicant to retain confirmation from MTCS of the receipt of application, and if no confirmation of receipts is received, the applicant should follow up with MTCS to request the confirmation.
- C. An initial application must be completed for each prospective student.

### **IV. ENROLLMENT PREFERENCE**

- A. MTCS will give enrollment preference to a Minnesota resident student over students who do not reside in Minnesota. A student who does not reside in Minnesota must annually apply to enroll following the enrollment procedures in MTCS Policy 537 and pursuant to Minnesota Statutes section 124E.11.
- B. MTCS will give enrollment preference to siblings of students who are currently enrolled at MTCS before accepting students by lot. Prior to the lottery date, siblings of enrolled students may be placed on the enrollment list if the application is received prior to the application deadline. After that date, any further applicants are placed on the bottom of the sibling portion of the waiting list.

For purposes of this preference, “siblings” includes all children of a family unit related biologically, by marriage or adoption to one or both parents, and foster children.

- C. Enrollment preferences shall be ordered as follows:

1. Siblings of currently enrolled students will be given first preference.
2. Children of staff members who have been employed by MTCS for at least 480 hours in a school calendar year prior to the open enrollment period, including foster children of staff members, will be given preference next.
3. Employees hired after the open enrollment period may have their child's name added to the bottom of the staff preference portion of the waiting list.
4. After these preferences have been applied, all other students will be accepted by lottery.

## **V. ENROLLMENT LOTTERY**

- A. If a lottery is necessary due to capacity issues, the office of admissions shall create a roster rolling forward all currently enrolled students to the next grade to determine the number of potential seats available. Based on the number of applications received, it will be determined if a lottery needs to be held for preferences (siblings and children, including foster children, of staff members) prior to the general applications lottery.
- B. On February 15 (or the first school day following that date), all timely received initial applications, after being sorted by grade level and preferences, shall be placed in a lottery.
- C. The lottery drawing shall be conducted at the MTCS main office by a member of the admissions office. As names are drawn, they shall be placed on the list of available seats.
- D. When all seats are filled, the remaining names will be drawn, one at a time, to create a waiting list.
- E. The office of admissions will notify families of their child's status following the lottery by telephone, and email or mail.

## **VI. WAITING LIST**

- A. If applications are received after the application period, those names will be added to the bottom of the waiting list in the order they are received, based on date and time. If they are siblings of currently enrolled students, they will be added to the

bottom of the sibling preference list. If they are children of employees, they will be added to the bottom of the employee preference portion of the waiting list.

- B. If there is available capacity in a program, class, grade level, or building, MTCS may agree to waive the application period and/or timeliness requirement in order to allow students to enroll at any time throughout the year. If additional capacity opens up, the student at the top of the list is notified of the opening and all prospective students on the waiting list move up one position. Parent/guardian notification that a student from the waiting list has been offered enrollment shall be made by phone and email. MTCS may limit enrollment close to or during the end of an academic semester or during student testing periods in order to minimize any educational disruption to the enrolling or existing students, and may grant such a student enrollment or admission at a natural educational break to enhance the enrolling student's ability to participate fully in classes.
- C. Parents/guardians will have 48 hours to accept or decline enrollment. Failure to respond within 48 hours may constitute a decline of enrollment. The student's name will be removed from the waiting list, and submission of a new Initial Student Application will be required.
- D. If a student responds to the offer of a position within the allotted timeline, but declines to enroll, they will be asked if they wish to stay on the waiting list for the remainder of the current school year. If they choose not to remain on the list, their Initial Student Application will be considered void and will not roll over into the following year's lottery. Students who indicate a desire to remain on the waiting list for the remainder of the school year will be contacted for any further open positions during the current school year only after all other students on the waiting list for that grade level have been given an opportunity to accept an open position.
- E. Waiting lists shall remain in place for one school year. Any student not selected in a given school year who remains interested in enrollment must re-apply in a subsequent year.

## **VII. ENROLLMENT**

- A. Once a student who resides in Minnesota is enrolled in MTCS in kindergarten through grade 12, the student is considered enrolled in MTCS until the student formally withdraws, MTCS receives a request for the transfer of educational records from another school, MTCS receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled pursuant to the Pupil Fair Dismissal Act.

- B. A meeting with school guidance employees and a school tour are recommended. Meetings and tours may be made by appointment only.
- C. MTCS or its agents shall not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or conditions of enrolling a student.

## **VIII. WITHDRAWN STUDENTS**

- A. If a student withdraws from MTCS, a withdrawal form shall be completed and returned by the parent or guardian. Students who have withdrawn and wish to reenroll will be subject to the same policies and lottery process as all other students.

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