

591 ADMISSION, ENROLLMENT, AND LOTTERY POLICY

I. PURPOSE

This policy establishes the fair basis and process for enrolling students at Skyline Academy of Math and Science (Skyline). Skyline's Admission, Enrollment, and Lottery Policy reflects MN Statute Section 124E.11 ADMISSION REQUIREMENTS AND ENROLLMENT. Exact wording from the statute is in italics.

II. ENROLLMENT

Skyline Academy is a public charter school open to any student residing in the state of Minnesota. All students have a right to an education; however, application and registration are required for enrollment. As a public charter school, federal and state laws govern Skyline's admission policy. Skyline will *enroll an eligible pupil who submits a complete 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.*

A. Enrollment Requirements

Skyline limits admission to:

- *Pupils within an age group or grade level as set by the charter contract.*
- *A person shall not be admitted to Skyline (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. Skyline Academy checks all applications to ensure kindergarteners will have turned 5 and first graders turned 6 prior to September 1st of the year selected on the application.*

Skyline does not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and does not establish any criteria or requirements for admission that are inconsistent with Section 124E.11.

Skyline shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and Skyline gives preference for enrolling children of the school's staff before accepting other pupils by lot. These students have preference status and are treated as a single group per grade for the purpose of enrollment preference and a lottery.

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Skyline 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 the charter school.

Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections [121A.40](#) to [121A.56](#).

Annually, Skyline Academy will establish the number of sections to be offered at each grade level the following school year and the maximum number of students to be allowed in each section. The number of students will be published on the school website.

B. Application for Enrollment

All prospective students must have an Enrollment Application Form completed and signed by at least one parent/guardian. An application can be found on the school website received from the school office. It is the parent's responsibility to update the school with current contact information.

C. Application Process (including lottery procedure if necessary)

Applying for the Current School Year

Applications for enrollment for the current school year for open seats are accepted at any time. The number of seats in a grade minus the number of enrolled students equals the number of seats available in that grade at that time. The number of available seats varies as students unenroll and enroll until the grade is full. This can happen anytime during the school year between July 1 through the last week of classes.

If the student applies for enrollment at a time when the school or a specific grade is at maximum capacity (capacity limits are posted on the school website), the student will be placed on one of two waiting lists (the Preference Wait List or the General Wait List). The General Wait List is for all applicants except those with preference status.

The Preference Wait List is for applicants that qualify for preference status because they are siblings of current Skyline students, foster children, or children of employees. Students with preference status are given the first chance to be enrolled before other students. Once a student is enrolled that student's siblings gain preference status and the siblings are moved from the General Wait List to the Preference Wait List by grade. The order of placement for these siblings on Preference Wait Lists is based on the time stamp when their applications were received.

When a seat is available in a grade the school contacts the parent of the child on the top of the Preference Wait List. If the parent declines that child's name is moved to the bottom of

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the Preference Wait List. Then the next child's name on the Preference Wait List is raised to the top of that list. Then that parent is contacted. This continues all the way down the Preference Wait List until all seats are filled. If there are no children remaining on the Preference Wait List the parent of the child on the top of the General Wait List is contacted and the same procedure follows. This continues until all seats are filled in that grade. This is done for each grade whenever a seat is available. Parents are to understand that the position of their child on either wait list can change quickly and need to be available and ready to respond to the school when notified of an available seat. Parents have 48 hours during business days to respond to the school to accept or decline the offer of a seat in a grade. After that the school may offer the seat to the next student in line.

Applying for the Next School Year (with lottery procedures)

According to MN statute, each school year is a separate enrollment period. Parents of those students remaining on a waiting list for one school year must submit a separate application for the following year if desiring to enroll those students.

Parents can complete and submit applications for the next school year between January 1st through March 30th. Applications will not be accepted for the next year prior to January 1st. This window is used to determine if a lottery is required. Student names from applications received during this period will be added to one of the wait lists for each grade according to the sequence of application form submissions. Students with preference status will be added to the Preference Wait List. Students without preference status will be added to the General Wait List.

Any applications submitted after the closing date of the enrollment application window are added after the lottery to the end of each grade's Preference Wait Lists and General Wait Lists in the order the applications were received.

The need for a lottery is determined at the end of the enrollment application window. The lottery is scheduled to be held on the first day the school is in session on or after April 15 of each year. Prior to the lottery date the administration will prepare a list of seats for each grade according to the numbers of seats approved by the Board and published on the school website. The number of seats minus the number of enrolled students for that grade equals the number of available seats.

At the end of the enrollment application window if the total number of students on the preference and General Wait Lists of a grade exceeds the number of available seats, a lottery will be called for that grade. Applicants who do not receive classroom placements from the lottery will be put on the appropriate waiting list in the order they were selected in the lottery. Students applying after the lottery date will be placed at the end of the appropriate waiting list by the time stamp.

LOTTERY PROCESS

1. In the month leading up to the enrollment application window deadline and lottery, Skyline Academy will remind parents of current students that unenrolled children who are siblings, foster children whose foster parent has a child enrolled, and children of the school's staff may win a better position from the lottery only if applications are received prior to the enrollment application window deadline. After that date, if no seats remain open, students with preference status are placed on the Preference Wait List according to the time stamp on the applications.
2. Prior to the lottery date, the school registrar and one or more Board Members create a list with the number of open seats. Names of returning enrolled students are entered into each grade list and the remaining open seats are counted, if any. The order and names of students who applied within the Enrollment Application Window in the preference status list by grade are recorded in their respective order and students in the general status list recorded in their respective order are recorded prior to the lottery.
3. The lottery is held at Skyline Academy and is open to observation by the public. The Executive Director and a board member will be present as witnesses to authenticate the process.
4. A lottery will be conducted for each grade if needed as separate lotteries for the Preference Wait List and for the General Wait List. Each list lottery will generate a new student wait list order for each wait list. As the lottery is run for a grade and for the Preference Wait List and the General Wait List, each student drawn will be placed in the next position on the respective lottery wait lists.
5. Each lottery will be generated using software that generates random numbers assigned to each name on a lottery-prepared wait list. The names with numbers assigned are ordered sequentially. The resulting list concludes the lottery for that grade and wait list. All students having siblings with completed applications will be linked so that if one is enrolled the others' names will be moved to the preference list for their respective grades.
6. Students on the lottery preference lists set in the order established by the lottery are given first priority for enrollment in a grade. Each selected student is assigned a seat for that grade. When the preference list is exhausted the general list is processed. When all grade seats are filled from the top order, the remaining names are put on the waiting list by preference or general status and grade.
7. After the grade lists are set parents of selected students are contacted. Either the parent agrees to keep the child on the grade list or states that the child will not enroll. Parents that agree to keep the child on the grade list then complete

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enrollment forms as described in this policy. For parents that decline, their child's name will be moved to the end of the child's respective wait list. All parents who applied for enrollment will be notified of the results of a lottery.

8. As applications continue to come in after the lottery date, names are added to the bottom of the appropriate waiting list. Students with preference status are added to the Preference Wait List, and other applicants are added to the General Wait List, by grade.
9. As any student seat becomes available prior to the first day of classes, the prospective student at the top of the Preference Wait List is contacted first and enrolled. If there are no potential or ready applicants on the Preference Wait List, the prospective student at the top of the General Wait List is contacted and enrolled according to policy procedure.

NON-DISCRIMINATION POLICY

Skyline Academy does not discriminate on the basis of sex, religion, color, national and ethnic origin in its admission or educational policies, athletics, and other school-administered programs.

Skyline Academy will comply with all applicable federal, state, and local laws, rules, and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion, or ancestry.

NON-SECTARIAN POLICY

Skyline Academy will operate, in all respects, as a non-sectarian, non-religious, non-home-based public school. The school will not be affiliated with any non-public or sectarian school or religious organization.

CLASS SIZE GUIDANCE

The Skyline Academy Board recognizes that there is a relationship between class size and student achievement and this relationship varies across grade levels, among subjects, and by methods of instruction. Therefore, the recommended class size shall be determined by several variables including grade level, classroom space, and budgetary constraints, in each calendar year. The Executive Director has the right to increase class size based on need by bringing the proposed increase to the school board for approval. The class size guidance is posted on the school's website.

Higher class sizes will be allowed for the scheduling of special classes such as physical education based on grade level and classroom space.

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Legal References:

Minn. Stat. § 124E.11 (Admission Requirements And Enrollment)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

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