

## Enrollment and Admissions

Policy: Enrollment and Admissions (591)

Adopted 03/18/2014

Revised 10/11/2016; 01/30/2018; 01/28/2020

### I. PURPOSE

The purpose of this policy is to define the parameters that JJ Legacy Elementary will use in admitting students into the school.

### II. GENERAL STATEMENT OF POLICY

As a public charter school, JJ Legacy admits students in accordance with all relevant rules, regulations, and statutes, including MN 124E.11.

### III. GENERAL ENROLLMENT PROVISIONS:

- A. Nondiscriminatory Admissions Policy Statement: JJ Legacy Elementary is a tuition-free public school created by parents, educators, and community leaders. As a public Minnesota charter school, JJ Legacy Elementary is open to all students in Minnesota and will not limit the admission of any student on the basis of disability, race, creed, gender, national origin, religion, ancestry, athletic ability, intellectual aptitude achievement or any other classification protected by law. Partnership Academy uses non-discriminatory processes and actively recruits a diverse student population from the communities being served.
- B. Admission Requirements: JJ Legacy Elementary is a public school and must admit any eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building pursuant to state law. When capacity is exceeded, students will be accepted by lot and admitted as further described in this policy.
- C. Required Admission Preference: JJ Legacy Elementary will give preference for enrollment during open enrollment to siblings of an enrolled student, including a foster sibling in the same household, and children of provided there is space in the requested grade. If the number of siblings applying for a particular grade is greater than the number of available spaces, those names must be entered into a sibling lottery. After spaces are filled through the sibling lottery process, any remaining sibling names must still be drawn in order to establish the sibling waiting list for that grade. Siblings will have priority over children of employees and the general waiting list generated from the general lottery.
- D. Additional Admission Preference - Children of Employees: Children of employees who submit applications during the open enrollment period will be automatically admitted provided there is room in that grade after siblings have been admitted. If necessary, children of employees may be entered into a "children of employees" lottery and admitted in the order in which their names are drawn. After spaces are filled through the "children of employees" lottery process, any remaining names must still be drawn in order to establish the "children of employees" waiting list for the grade. Children of employees will have priority over applicants on the general waiting list.

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- E. Children Who Are Homeless: The McKinney-Vento Homeless Assistance Act, reauthorized in December 2015, ensures educational rights and protections for children and youth experiencing homelessness. JJ Legacy provides immediate enrollment for students experiencing homelessness and they may apply at any time.

### IV. APPLICATION AND ENROLLMENT PROCEDURE:

- A. Open Enrollment is on a rolling basis for admission for the following year. During Open Enrollment, children for whom a guardian submits a complete enrollment application will be admitted to the school, unless there are more enrollment applications than available seats for a specific grade level. Students enrolled in the school's fee-based preschool program do not receive enrollment preference for kindergarten and must submit an enrollment application as any other student would.
  - 1. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot each year and then offers of enrollment will be made in the order drawn.
  - 2. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.
  - 3. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- B. The Lottery: If, after the Open Enrollment period ends, there are more enrollment applications than available seats for a specific grade, students will be admitted by lot, with preference given to siblings of enrolled students, foster children of parents of enrolled children, and children of school employees. Any students who are not enrolled will be placed by slot on a Wait List. If seats become available, they will be offered to families on the Wait List in the order they appear on the list.
- C. If any application is received after the end of the open enrollment period, but before the next open enrollment period, and the maximum capacity of the program, class, grade level, or building is reached, the applicant will be placed at the end of the number General waiting list based on the postmark date of the application or the date the application was delivered.
- D. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from the school, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- E. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over into a new enrollment period from year to year.
- F. Publication of the Admissions Policy, at a minimum, will be made public via the school's website.

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- V. **KINDERGARTEN AND FIRST GRADE ADMISSIONS:**
- A. Kindergarten admission will be granted to students that are at least 5 years of age by September 1 of the calendar year in which the child desires to enter school.
  - B. First grade admission will be granted to students that are at least 6 years of age by September 1 of the calendar year in which the child desires to enter school.
  - C. JJ Legacy Elementary does not enroll students who do not meet this requirement.

### Legal References

- Minnesota Statute 124E.03 Charter School – Applicable Law
- Minnesota Statute 124E.11 Charter School – Admissions Requirements & Enrollment
- Minnesota Statute 121A.40 – 121A.56 Pupil Fair Dismissal Act
- Minnesota Statute 120A.22 - Compulsory Education
- Minnesota Statute 124D.02 – Kindergarten Early Enrollment