

Adopted: April 2006

*Southside Family Charter School Policy 591
Orig. 2006*

Revised: January 22, 2022

591 ENROLLMENT POLICY

I. PURPOSE

The purpose of this policy is to explain how Southside Family Charter School (SFCS) will decide whom to enroll as pupils in the school.

II. GENERAL STATEMENT OF POLICY

- A. SFCS follows Minnesota Statutes 124E in its enrollment practices.
- B. Admission to SFCS is open to all K-8 students, without regard to ability, race, religion, or any other factors, other than the capacity of the program, class, grade level, or building.
- C. Enrollment of Kindergarten students is limited to children who will turn five years old by September 1 of the year they wish to begin Kindergarten.
- D. Students in grade 8 will only be enrolled at the beginning of the school year. Students in grades K-7 may be enrolled no later than January of the current school year. Any exception must be approved by the board of directors.
- E. Enrollment capacity for each grade level will be determined annually by the board of directors, before the enrollment lottery date. The grade level capacities will be posted publicly on the school website once approved by the board.
- F. Because of Southside's commitment to education in mixed-age settings tailored to the needs and abilities of individual students, class size may not be the same as grade level size. For this reason, actual class size may exceed or fall short of the grade level capacity set annually by the board.

III. ENROLLMENT PROCEDURE

- A. All prospective families must complete a New Student Application form for each student applicant. The form must be received by the school by March 15th for the following school year's admissions. The school updates the application form and deadlines yearly on the school website.
- B. Where openings exist, admissions preference is given to siblings of currently enrolled students. For purposes of this policy, "sibling" includes foster children of

a currently enrolled student's parents or legal guardians, as well as children of a partner or spouse of a currently enrolled student's parent. For purposes of this policy, "currently enrolled" refers to enrollment status at the time of the admissions lottery.

- C. After preference is given to siblings, admissions preference is extended to children of SFCS employees (teachers, administrators, and paraprofessionals, full or part time), if openings still exist. This admission preference does not apply to children of substitute teachers or independent contractors.
- D. If the number of applications received by the established deadline exceeds the capacity of the program, class, grade level, or building, after admission of students given preference as outlined in (B) above, the school conducts a general lottery, by random selection, for each grade where openings exist.
- E. The general lottery will be held on the first Friday after the application deadline of March 15th. It will be conducted by the School Administrator, with oversight from a representative of the Board of Directors, and the School Leader. The lottery will take place on school premises, and a method of random data generation will be used.
- F. The enrollment lottery shall be open to the public for observation. A notice of the date, time, and location of the enrollment lottery, and the public's right to attend, will be included in an email notice one week before the lottery date. Care must be taken to not disclose private data at the public enrollment lottery (for example, using numbers assigned to enrollment applications instead of using prospective and/or current student names).
- G. Students are admitted to the school in the order in which they are drawn in the lottery, until all available spots are filled. The lottery then continues and establishes the general waiting list for each grade in the order drawn, until all applications are drawn.
- H. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as openings are available in those grades.
- I. Applications submitted after the established deadline each year will be placed on the appropriate grade level waiting list following the names of those who submitted applications by the deadline.
- J. No waiting lists carry over from year to year. A new student application must be submitted each year to be considered for the following year's admission, and all waiting lists are redrawn every year from the current pool of applications submitted by the established deadline.

- K. Families will be notified of their child(ren)'s enrollment status by email within 7 business days of the lottery date. If selected for enrollment, families must accept or decline the enrollment offer within thirty (30) days of notification.

IV. UNENROLLMENT

- A. 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.
- B. In the event that another school requests a transfer of an enrolled student's records but SFCS has not been notified by the student's parent or guardian of an intent to unenroll the student from SFCS, an attempt shall be made to contact the student's parent or guardian for clarification. If the parent or guardian cannot be reached, SFCS shall consider the student to be unenrolled.

Legal References: Minn. Stat. § 121A (Fair Pupil Act)
Minn. Stat. § 124E (Charter Schools)
Minn. Stat. § 126C.05, subd. 8 (Average Daily Membership)

Cross References: Southside Family Charter School Policy 515 (Protection and Privacy of Pupil Records)
Southside Family Charter School Policy 503 (Student Attendance)