

Adopted: March 27, 2017

Revised:

## College Prep Elementary Application, Enrollment and Lottery Policy

### I. Purpose

The purpose of this policy is to explain the application and enrollment and lottery process at College Prep Elementary so the families will have information to make decisions regarding their children's school enrollment.

### II. Policy Statement

This policy establishes guidelines for admission into College Prep Elementary that are consistent with the admission requirement of Minnesota State 124E.11, paragraph (b) and other applicable laws.

### III. General Enrollment provisions

- A. College Prep Elementary is a public school and pursuant to state law, must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further describe in section V.
- B. Before admitting student(s) on the lottery list, College Prep Elementary shall give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil's parents.
- C. Before admitting student(s) on the lottery list, College Prep Elementary shall give preference for enrollment to children of the school's staff.
- D. College Prep Elementary shall not discriminate against any student base on race, color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measure of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.

- E. College Prep Elementary will not distribute any services of goods of value to student, parents or guardians as an inducement, term or condition of enrolling a student unless required to do by Minnesota's Pupil Fee Law.

#### IV. Application And Enrollment Procedures

- A. Interested families will submit applications up until the lottery application deadline established each calendar year.
- B. The application window for any following school year will begin on the 2<sup>nd</sup> day of school during the current school year. The application window closes as described by the following: 2017-18 re-enrollment deadline is 3/17/17, 2017-18 enrollment deadline is 4/14/17, and 2018-19 application/re-enrollment and there after deadline is Jan 31.
- C. Once the application period is closed, if there are more applicants than spots available, all timely applications will be included in a **computer-generated random lottery** which preference first the siblings of currently enrolled students, and second the children of the staff members.
  - 1. The lottery for 2017-18 enrollment will be held 4/24/17. The lottery for enrollment for all the following years will be held no later than the first Monday after the student application or re-enrollment deadline. For 2017-18 enrollment: 4/24/17; 2018-19: Feb 2/5/2018.
  - 2. Written notice of the date of the lottery is posted on the school's calendar and website.

#### V. Lottery

- A. "Sibling" is define as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the sibling is actually enrolled; sibling preference can apply as soon as one sibling is selected by lot.
- B. Once all the sibling applicant and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determine by lottery.

- C. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from College Prep Elementary, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
  
- D. 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 list do not carry over from year to year.