

**Adopted: 10-17-18**

**Revised: 06-18-26**

## **535 ADMISSION AND LOTTERY POLICY**

### **I. PURPOSE**

The purpose of this policy is to explain the application and enrollment process at STEAM Academy so that families can make informed choices regarding their children's school enrollment.

### **II. GENERAL STATEMENT OF POLICY**

This policy establishes guidelines for admission into STEAM Academy that are consistent with the charter school admission requirements of Minnesota Statutes §124E.11 and other applicable laws.

A charter school established under section 124E.06, subdivision 3, paragraph (b), may limit admission to pupils within an age group or grade level.

### **III. GENERAL ENROLLMENT PROVISIONS**

- A. STEAM Academy 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 described in section VI.
- B. Admission to STEAM Academy is free to any eligible pupil who resides within the state.
- C. STEAM Academy must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota.
- D. STEAM Academy must require a pupil who does not reside in Minnesota to annually apply to enroll in accordance with section IV.
- E. Before admitting a student on the lottery list, STEAM Academy shall first give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil's parents.
- F. Before accepting students by lot, STEAM Academy will next give preference to enrolling children of the school's staff. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.
- G. STEAM Academy shall not discriminate against any student based on race, color, ethnicity, gender, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, gender identity, intellectual ability, prior measures of achievement or aptitude, athletic ability, artistic ability, or for any other basis that would be unlawful for a public or charter school.
- H. STEAM Academy has an Early Admission Policy for kindergarten pupils. STEAM Academy does not allow early admission for first grade pupils. First grade students must be 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.

- I. STEAM Academy shall not seek any information about any applicant that may be used to discriminate against the applicant in either school's policies or governing laws. This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been admitted.
- J. STEAM Academy will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student unless required to do so by Minnesota's Pupil Fee Law.

#### **IV. APPLICATION AND ENROLLMENT PROCEDURES**

- A. Interested families will submit applications until March 1<sup>st</sup>. The board of directors may change the deadline for applications for the next school year by resolution without changing this policy.
- B. The STEAM Academy board will establish the capacity for enrollment each year prior to the close of the application period.
- C. Formal recruitment of incoming students will begin before or during November of each year. The school will encourage families to meet with the faculty, staff and/or board members to discuss the values of STEAM Academy, and its expectations of students and their families.
- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. Both lists will be entered into a lottery and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
  - 1. This lottery will be held no later than the first Monday after the student application deadline, prior to the March 1st deadline for notifying the student's district of residence for transportation services.
  - 2. Notice of the lottery will be made public via website, social media, and other news outlets.

#### **V. LOTTERY**

- A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same parent either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. 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 randomly selected by lot each year and then offers of enrollment will be made in the order drawn.
- C. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason prior to their acceptance of their child's enrollment offer, the child moves to the end of the non-preferential waiting list.
- D. 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.

- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from STEAM Academy they shall lose their place. If they later reapply, they shall be treated as a new applicant.
- F. 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 from year to year.
- G. Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school's free preschool or prekindergarten program under section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.

## **VI. STUDENT RECRUITMENT ACTIVITIES**

- A. STEAM Academy shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the Board of Directors.
- B. In accordance with its marketing strategy, STEAM Academy may use the measures below, among others, to recruit student applicants.
  - 1. Post flyers and notices in local newspapers and/or blogs and online newspapers.
  - 2. Post the admissions policy and application (available for download) on the school's website and social media.
  - 3. STEAM Academy will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

**Legal References: Minn. Stat. §124E.11 (Admission Requirements) Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees)**