

Adopted: December 2013

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## **ADMISSIONS AND ENROLLMENT POLICY**

- I. **PURPOSE:** The purpose of this policy is to clearly outline the policies, processes, and guiding principles that will be used by UNIVERSAL ACADEMY in responding to student applications for admissions, granting admission to students, and enrolling students in UNIVERSAL ACADEMY. UNIVERSAL ACADEMY admits students regardless of their race, color, creed, religion, national origin, sex, and status with regarding to public assistance, sexual orientation, or disability. UNIVERSAL ACADEMY will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, and will comply with all federal and state laws prohibiting discrimination.
- II. **ENROLLMENT:** UNIVERSAL ACADEMY shall annually establish the capacity of its programs, classes, grade levels, or buildings, which will determine the maximum number of students that may be offered admission for the following year. UNIVERSAL ACADEMY shall enroll an eligible pupil who submits a timely application unless the number of applications exceeds the capacity of the program, class, grade level, or building. If the number of applications exceeds capacity, admission will be subject to a lottery process, outlined below. UNIVERSAL ACADEMY will follow all relevant state laws related to the enrollment process, including but not limited to, the allowable age for enrolling students.
- III. **APPLICATION PERIOD**
  - A. An application for enrollment in an upcoming school year shall be accepted, pursuant to this policy, for the school year immediately following the close of the application period for the school years requested on the initial student application. An application for enrollment in an upcoming school year is considered “timely” and within the “application period” if it is received by UNIVERSAL ACADEMY November 1 – February 28 of the school year preceding the requested enrollment year.
  - B. It is the responsibility of the applicant to retain confirmation from UNIVERSAL ACADEMY of the receipt of application, and if no confirmation of receipts is received, the applicant should follow up with UNIVERSAL ACADEMY to request the confirmation.

C. An initial application must be completed for each prospective student.

D. If there is available capacity in a program, class, grade level, or building, after the application period closes and all applicants enrolled, UNIVERSAL ACADEMY will continue to enroll students until capacity is reached.

#### IV. ENROLLMENT PREFERENCE

A. UNIVERSAL ACADEMY will give enrollment preference to siblings of students who are currently enrolled at UNIVERSAL ACADEMY before accepting students by lot.

B. For purposes of this preference, “siblings” includes all children of a family unit related biologically, by marriage or adoption to one or both parents, and foster children.

C. Once sibling preferences have been filled, UNIVERSAL ACADEMY will give preference to any child of a staff member, defined as an individual employed by UNIVERSAL ACADEMY during the open application period, before accepting students by lot. Employees who become employed after the open enrollment period and wish to have their child enrolled, will have their child’s name added to the bottom of the employee preference portion of the waiting list. 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.

#### V. ENROLLMENT LOTTERY

A. If a lottery is necessary due to capacity issues, the office of admissions shall create a roster rolling forward all currently enrolled students to the next grade to determine the number of potential seats available. Based on the number of applications received, it will be determined if a lottery needs to be held for preferences (siblings and children of staff members) prior to the general applications lottery.

B. The lottery will be held the first school day in March if a lottery is necessary. All timely received initial applications, after being sorted by grade level and preferences, shall be placed in a lottery.

C. The lottery drawing shall be conducted at the UNIVERSAL ACADEMY main office by a member of the admissions office. As names are drawn, they shall be placed on the list of available seats.

D. When all seats are filled, the remaining names will be drawn, one at a time, to create a waiting list.

E. The office of admissions will notify families of their child's status following the lottery by telephone, and email or mail.

## VI. WAITING LIST

A. If applications are received after the application period, those names will be added to the bottom of the waiting list in the order they are received, based on date and time. If they are siblings of currently enrolled students, they will be added to the bottom of the sibling preference list. If they are children of employees, they will be added to the bottom of the employee preference portion of the waiting list.

B. If additional capacity opens up, the student at the top of the list is notified of the opening and all prospective students on the waiting list move up one position. Parent/guardian notification that a student from the waiting list has been offered enrollment shall be made by phone and email.

C. Parents/guardians will have forty-eight (48) hours to accept or decline enrollment. Failure to respond within 48 hours may constitute a decline of enrollment. The student's name will be removed from the waiting list, and submission of a new Initial Student Application will be required.

D. If a student responds to the offer of a position within the allotted timeline, but declines to enroll, they will be asked if they wish to stay on the waiting list for the remainder of the current school year. If they choose not to remain on the list, their Initial Student Application will be considered void and will not roll over into the following year's lottery. Students who indicate a desire to remain on the waiting list for the remainder of the school year will be contacted for any further open positions during the current school year only after all other students on the waiting list for that grade level have been given an opportunity to accept an open position.

E. Waiting lists shall remain in place for one school year. All names will be reentered in the lottery each year, providing the lottery box is checked on the initial application for inclusion in the lottery, along with new applications.

## VII. ENROLLMENT

A. Parents/guardians must maintain contact with the school and respond to requests for information once they have accepted a position for their child. Failure to communicate or respond within seven (7) calendar days of a request may forfeit that student's position, and that position be offered to another student.

B. A meeting with school guidance employees and a school tour are recommended. Meetings and tours may be made by appointment only.

C. UNIVERSAL ACADEMY shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or conditions of enrolling a student.

D. Once a student is enrolled, the student is considered enrolled in UNIVERSAL ACADEMY until the student formally withdraws or is expelled pursuant to the Pupil Fair Dismissal Act.

#### VIII. WITHDRAWN STUDENTS

A. If a student withdraws from UNIVERSAL ACADEMY, a withdrawal form shall be completed and returned by the parent or guardian. Students who have withdrawn and wish to reenroll will be subject to the same policies and lottery process as all other students.

#### IX.

A. UNIVERSAL ACADEMY provides a free prekindergarten instructional program to all students. This policy applies to the free prekindergarten instructional program.

X. A. UNIVERSAL ACADEMY has an Early Kindergarten Entrance Policy.

***Legal References:*** Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)