



## Application & Enrollment Policy

**Date Created: 6/27/2019**

**Approved By: TRM Board of Directors**

**Date Approved: 6/27/2019**

### Application and Enrollment Procedures Policy

#### GENERAL STATEMENT OF POLICY

Three Rivers Montessori Charter School Board of Directors acknowledges that the application and enrollment process for charter schools is unique in comparison to traditional public school systems. Therefore, the purpose of this policy is to disseminate TRM application and enrollment procedures per MN state statute which reads as follows:

#### MINNESOTA STATUTE 124E.11: ADMISSION REQUIREMENTS AND ENROLLMENT

(a) A charter school may limit admission to:

- (1) pupils within an age group or grade level;
- (2) pupils who are eligible to participate in the graduation incentives program under section 124D.68; or
- (3) residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

(b) A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its Web site, a lottery policy and process that it must use when accepting pupils by lot.

(c) A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot.

(d) A person shall not be admitted to a charter school

- (1) as a first grade student, unless the pupil is 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; except that a charter school may establish and publish on its Web site a policy for



admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c).

(e) Except as permitted in paragraph

( ), a charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this section.

(f) The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

(g) 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. A charter school is subject to and must comply with the Pupil Fair Dismissal Act, sections 121A.40 to 121A.56.

(h) A charter school with at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf or hard-of-hearing may enroll prekindergarten pupils with a disability under section 126C.05, subdivision 1, paragraph (a), and must comply with the federal Individuals with Disabilities Education Act under Code of Federal Regulations, title 34, section 300.324, subsection (2), clause (iv).

## TRM APPLICATION AND ENROLLMENT PROCEDURES WITH GENERALIZED TIMELINES

### 1. Annually in Fall

a. All enrollment information and applications are posted on the school's website \_\_\_\_\_ and will be available in the main office.

2. Annually in January/February a. "Intention to Return" form is distributed to all charter school families. Families are asked to indicate their intentions of returning to TRM the next school year.

c. Administration chooses a Month window (typically in January or February) to accept application for enrollment from new families. New families interested in enrolling for the next school year must complete an application and submit it during this designated window to the school via: i. Mail:

Three Rivers Montessori Charter School \_\_\_\_\_, MN 55362

ii. FAX: 763- \_\_\_\_\_

iii. Email: \_\_\_\_\_

d. TRM does not accept enrollment applications before the designated application submission window.

---



- e. Any applications received *after* the designated window closes but *before* the lottery is held, will be placed at the end of the waiting list created as part of the lottery process in the order they are received.
- f. Any applications received *after* the window closes and *after* the lottery is held, will be placed at the end of the waiting list by grade in the order they are received.
- g. Any child eligible to receive sibling preference or preference based on the current employment of a staff member must also submit an application for enrollment. Preference placements may only be made if the application is submitted within the designated window.

### 3. Annually in February

- a. Once the application window closes, school administration will count the number of applications.
  - i. If there are fewer applicants than enrollment slots available, all applicants will be accepted for enrollment. A letter is sent to each applicant confirming enrollment within 10 business days of the closing of the application submission window.
  - ii. If there are more applicants than enrollment slots available, TRM shall hold a lottery open to the public at TRM at a time specified by school administration. Please see next section for lottery procedures.

### 4. Lottery Procedures

- a. If it is determined that a lottery is necessary, the Operations Manager will populate a spreadsheet with the names, addresses, siblings (if applicable), and grade level of all applicants.
- b. The Operations Manager will mail merge the data with the Lottery Letter and assign a random number to each enrollment applicant. The letters will be mailed within 10 business days of the closing of the application submission window. This letter will include the specific date, time and location of the lottery as well as confirm the lottery is open to the public.
- c. The lottery will be held on the date and at the time and location as specified in the Lottery Letter.
- d. School administration will post the results of the lottery on the school's website at [www.threerivermontessori](http://www.threerivermontessori)\_\_\_\_\_ and on the school's doors by 4:00 p.m. on the day of the lottery.
- e. School administration will send a letter of acceptance to all families who received spots in the lottery within 10 business days.

### 5. Sibling Preference

- a. Per Minnesota Statutes, section 124E.11 (c), "A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot." Three River Montessori Charter School does give sibling preference as well as preference to child(ren) of the school's staff.
    - i. Per Minnesota Statutes, no other enrollment preference may be given.
-



## 6. Waiting List(s)

- a. Once all enrollment slots are filled via the lottery, all remaining lottery numbers will be drawn to create waiting lists by grade. All waiting lists will be posted on the TRM website at [www.\\_\\_\\_\\_\\_](http://www._____) and on the school's doors by 4:00 p.m. on the day of the lottery.
- b. If an enrollment slot becomes available prior to or during the school year, school administration will call the first applicant on the waiting list and will continue down that list until the slot is filled.
- c. The TRM Board of Directors recognizes that a student entering a Montessori classroom after the "normalization" of that class occurs requires additional consideration. Therefore, openings that occur after mid-year may or may not be filled based on the following timelines:
  - i. No E-2 (4th-6th grade) openings will be filled after March 1st.
  - ii. No E-1 (1st-3rd grade) openings will be filled after April 1st.
  - iii. No openings in any grade level will be filled after May 1st.
- d. Any applications received after the designated submission window closes and after the lottery is concluded will be placed at the end of the waiting list for the particular grade level in the order they are received.