



## Application and Enrollment Policy

**Date Created: 1/26/21**

**Approved By: TRM Board of Directors**

**Date Approved: 7/20/21**

### 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 124E.11 which reads as follows:

(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 website, 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 website 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 (d), 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 pre kindergarten 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 AND WAITLIST PROCEDURES**

- a. Annually in fall of the current school year:
1. All enrollment information and applications are posted on the school's website and will be available in the main office.
- b. Annually in February:
1. A survey is distributed to all charter school families. Families are asked to indicate their intentions of returning to TRM the next school year.

2. Applications are accepted 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: 17267 Yale St. NW Elk River, MN 55330

ii. FAX: 763-595-1198

iii. Email: [admin@threeriversmontessori.org](mailto:admin@threeriversmontessori.org)

3. TRM does not accept enrollment applications for the following school year before the designated application submission window.

4. 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.

5. 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.

6. 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.

7. 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. The date and time of the lottery will be noted on the school's website by 8pm the day the submission window closes. The date and the time of the lottery will be noted on the school's website by 8pm the day the submission window closes.

#### c. Lottery Procedures

1. If it is determined that a lottery is necessary, the administration will

populate a spreadsheet with the names, addresses, siblings (if applicable), and grade level of all applicants.

2. A random number will be assigned to each enrollment applicant. Notifications regarding the number assigned to each student will be sent to families no later than 8pm the day preceding the lottery. The notification will also include the specific date, time and location of the lottery as well as confirm the lottery is open to the public.

3. School administration will post the results of the lottery on the school's website at [www.threerivermontessori.org](http://www.threerivermontessori.org) and on the school's doors by 4:00 p.m the day following the lottery.

5. School administration will send a letter of acceptance to all families who received seats in the lottery within 3 business days.

6. Families are required to accept seats within 10 business days of the date of the lottery. This can be done via email, phone call or written letter of acceptance to the school.

7. Should a family fail to contact the school to accept a seat, the school will follow the **notification procedure** as follows:

i. An email is sent to the contact(s) in the child's application regarding an available seat in the child's grade level.

ii. A phone call is made to the child's contact(s) the same day. A voicemail is left if the contact does not answer.

iii. Also on the same day, a letter is sent via mail to the address on the child's application. If a response is not received either via phone, email or written notice within 5 business days from the date of the letter the child will be moved to the bottom of the waiting list.

iv. If the family accepts the seat for the child a letter of acceptance is provided electronically within 1 business day.

#### d. Sibling and Staff Enrollment Preference

1. 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 Rivers Montessori

Charter School does give sibling preference as well as preference to child(ren) of the school's staff. Enrollment preference for siblings and foster siblings of currently enrolled students will occur prior to enrollment preference for children of TRM staff.

- i. Per Minnesota Statutes, no other enrollment preference may be given.

e. Waiting List(s)

1. 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.threeriversmontessori.org](http://www.threeriversmontessori.org) and on the school's doors by 4:00 p.m. the day following the lottery.

2. 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.

- a. See the **notification procedure** as outlined above.

3. 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. After March 1st, no E-2 (4th-6th grade) openings will be filled.
- ii. After April 1st, no E-1 (1st-3rd grade) openings will be filled.
- iii. No openings in any grade level will be filled after May 1st.

4. 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.

f. Enrollment Packet Submission

1. Following acceptance of a seat, the child's guardians have 10 business days to complete the enrollment packet provided by Three Rivers Montessori.
2. Should a family fail to submit the completed enrollment packet to TRM by the 10th business day, the same **notification procedure** as outlined in 7i

and 7ii will be followed.

3. If the enrollment packet is not received by the 5th business day following the letter from TRM, the child will be moved to the bottom of the waiting list.

e. Declining a seat

1. Should a family decline a seat at Three Rivers Montessori via mail, email or phone call, the child will be removed from the roster and waitlist and the family will need to re-apply to enroll or be placed on the waiting list.

