

Three Rivers Montessori

Enrollment Policies and Procedures

<i>Date Created: 3/1/2019</i>	<i>Approved By: TRM Board of Directors</i>	<i>Date Approved: 3/2/2019</i>
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Definitions

Application: The basic information form completed by the prospective parents/guardians of a child to express interest in enrollment at Three Rivers Montessori. This document can be found and completed on the Three Rivers Montessori website or printed and mailed to the address provided on the application. As a charter school, TRM may need to conduct a lottery for enrollment depending on the number of applications received. The Minnesota Human Rights Act, per Minn. Stat. 363A.13, protects the rights of students in Minnesota by allowing only basic information such as the student's name, age, and grade to be asked on this form. After a student is admitted, additional questions may be asked for state and federal reporting requirements and to best serve the needs of the student.

Staff Members: "Staff members" will constitute employees of TRM that maintain a consistent schedule and a minimum of 14 hours per week during the school term. The term "staff member" does not include those who work intermittently at TRM such as substitute teachers or guest educators.

Enrolled: The first day of attendance will mark a student's "enrolled" status at TRM.

According to Minn. Statute 124E.11(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](#).

Open Enrollment for Admissions

Enrollment applications for the 2019-2020 school year will be accepted Monday, March 4th, 2019 through Wednesday, March 19th, 2019.

Any parent/guardian that would like their child to attend Three Rivers Montessori for the 2019-2020 school year, must complete and submit an application online or mail to the address provided no later than March 19th, 2019. It is the responsibility of the parent/guardian to inform TRM of any changes to contact information.

According to MN Statute 124.11(c), children of staff members, siblings of enrolled students (including those related by marriage or adoption to one or both parents) or a foster child of an enrolled student's parents, will be given preference for enrollment before the lottery process ensues.

Enrollment Limits

Minn. Stat. 123.11(a) provides three circumstances when charter schools can limit admission. This also includes preschool programs that been established under Minnesota Statute.

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.

Charter schools must be in compliance with kindergarten and first-grade eligibility requirements as stated in Minn. Stat. 124E.11(b) and 124.11(c). Charter schools can refer to these requirements in determining admittance to a program. The statute states a child must be, “at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences.” To be eligible for first grade, a student 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; except that a charter school may establish and publish on its Web site a policy for admission of selected pupils at an earlier age.”

As required by Minnesota Statutes, section 124E.11(b), any application of a student who submits a timely application to a charter school must be enrolled unless the number of applications is in excess of the program’s capacity, individual class/grade level capacity or building.

In accordance with MN State Statute 124E.11; If the number of students exceeds the number of openings per grade and program level, then students will be accepted using a lottery process. The lottery process is published on the school website and outlined below.

Lottery Process

An enrollment application must be submitted during the window provided on the application for a student to be eligible to participate in the lottery.

During, the lottery process, drawings will be conducted for each grade level should the number of applications exceed the number of openings.

At the completion of the lottery, the parents or guardians of students entered into the lottery will be informed of the results by mail and on the TRM website. A letter of congratulations will accompany the information provided to accepted students.

Each student entered into the lottery will have a number. The letter including the results will also list the numbers for accepted students and the order of the students on the waitlist by number as well.

Waitlist spaces are determined by the order in which a child's name is drawn in the lottery.

After the lottery, students are added to the waiting list on a first-come-first-serve basis. Classroom openings will then be filled in the order of the waiting list.

When the lottery is complete, students that meet the requirements for enrollment "preference" as outlined above, will be included in a "preference section" of the appropriate waiting list for their grade. If a student is included in the preference section, but loses their status before officially enrolling, that student will be placed in the non-preference section of the waiting list for his or her grade.

At TRM, the classroom or program level enrollment sizes may only be changed under special circumstances and at the discretion of the School Director and classroom teachers of that level.

If an opening should occur during the school year, the Director will first consider preferences for enrollment as outlined, in addition to the composition of the classrooms. Then, the appropriate waitlist will be used to fill the opening.