

Sejong Academy Admissions Policy

I. GENERAL STATEMENT OF PURPOSE

Sejong Academy complies with enrollment and admissions requirements set forth in Minnesota state law, relevant Minnesota charter school statutes, guidelines from the Minnesota Department of Education, and the Minnesota Human Rights Act.

II. PROCESS AND POLICY

Admissions Policy

(1) Enrollment Eligibility:

- a. Admission to Sejong Academy is open to all students who reside in a Minnesota school district. Sejong Academy does not discriminate on the basis of race, religion, gender, ability, socio-economic status or any other factors other than the capacity of the program, class, grade level, or building.
- b. Transferring into Sejong Academy from other schools is permitted. Interested students need to complete an enrollment application, which will be processed as outlined below. Enrollment confirmation requires the successful transfer of records from the previous school.
- c. Sejong Academy will not accept any enrollment applications for 12th grade students after October 1st of any given academic year.
- d. Out of state applicants are allowed; however, proof of residence in Minnesota prior to enrollment confirmation is required.

(2) Each school year, the Board:

- a. Establishes by November 1st the open enrollment period applicable to the following school year's admissions.
- b. Publishes by November 1st:
 - i. Sejong Academy's enrollment application applicable to the following school year, and
 - ii. This Admissions and Lottery Policy.
- c. Establishes and publishes by February 1st, the Available Enrollment by Grade applicable to the following school year.

(3) Notice to Currently Admitted Students & Staff Employed at the School:

Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment to parents and staff, so that siblings of currently admitted students and children of staff may submit a timely application.

(4) Currently Admitted Students - Intent to Return:

Prior to the beginning of the open enrollment period, the school asks families to complete an "Intent to Return" form. This is for informational purposes, so that we may better estimate enrollment. Failure to fill out an "Intent to Return" form does not preclude a currently admitted student from returning the following year. Once enrolled, a student remains enrolled unless dismissed under the Pupil Fair Dismissal Act or the parent withdraws the student.

(5) Application Processing:

Each enrollment application received is date-stamped and also either time-stamped or sequentially stamped by number designating the order in which applications were received for each date.

(6) Admissions for Applications Received During Open Enrollment:

All applications received during the open enrollment period are automatically accepted for enrollment (i.e., admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery; however, siblings of currently admitted students, foster children of currently admitted student's parent/guardian, and children of staff employed in the school have preference.

(7) Siblings of Admitted Students or Foster Children of an Admitted Student's Parent or Guardian:

Siblings, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically admitted unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). Similarly, foster children of an admitted student's parent/guardian who submits an application before the expiration of the open enrollment period is automatically admitted, unless the number of foster child applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, a sibling lottery is held for each grade. Siblings are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by siblings, the sibling lottery continues and establishes the sibling waiting list, which has preference over both the staff-children waiting list and the general waiting list.

(8) Children of Staff Employed at Sejong Academy:

Children of staff employed at the school who submit an application before the expiration of the open enrollment period are automatically admitted, provided that all siblings (of already admitted students) who submitted a timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s). If the number of children of staff exceeds the available enrollment established by the Board for any grade (and after all siblings [of admitted students] who submitted a timely application are admitted), a staff-children lottery is held. Children of staff are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by children of staff, the staff-children lottery continues to establish the staff-children waiting list for each such grade.

(9) General Lottery:

If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade (and after siblings of admitted students or

foster children of an admitted student's parent/guardian who submitted timely applications are already admitted or establish sibling waiting list, and after all children of staff employed at the school who submitted a timely application are already admitted or establish a staff-children waiting list), the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings of already admitted students and excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s). If all available enrollment in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and the student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).

(10) Applications received after the open enrollment period expires are automatically admitted as long as there is available enrollment as established by the Board in the applicable grade, in the order received. If, or once, there is no available enrollment in any grade, applications are added to the applicable waiting list for each grade, in the order received.

(11) The school conducts all lotteries through a method of random selection.

General Admission Procedures:

- 1) Order of Admission: Siblings of Already Admitted Students or Foster Children of an Already Admitted Student's Parent/Guardian, then Children of Staff Employed at the School, then General Admissions.

- 2) No waiting list carry over from year to year: Each waiting list is subject to a lottery and redrawn during each admission process each year.

- 3) Multiple births (twins, triplets, etc.): Each student seeking admission completes an application (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.

Lottery Grade Order:

Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades K and 3, the grade 3 lottery is conducted first, followed by the K lottery.

POLICY HISTORY

Revised and Approved 10/16/17

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