

Adopted: January 2014

Reviewed: May 2017

Twin Cities International Elementary School ADMISSIONS (591)

I. PURPOSE

The purpose of this policy is to explain how Twin Cities International Elementary (TIES) will decide whom to enroll as pupils of the school.

II. GENERAL STATEMENT OF POLICY

Twin Cities International Elementary follows Minnesota Statute 124.D in its enrollment practices. The text of the law is as follows:

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 a lottery policy and process that I must use when accepting pupils by lot.

A charter school shall give enrollment preferences 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.

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.

III. PROCEDURES

- A. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and school website. Information regarding Minnesota Statute 124.D will be included in the form.
- B. Each year Twin Cities International Elementary will inform the public of the deadline for submitting enrollment forms for admissions for the following school year.
- C. Twin Cities International Elementary will publish annually a date for its initial annual lottery for admission for the following school year if needed.
- D. The Director and Assistant Director will conduct the lottery on the designated date.
- E. Spaces that open after a class is filled through the initial lottery will be filled by lot from available applicant at the time is made available.

- F. Families will be notified by mail regarding their child's/ward's status during the admission process.
- G. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and on the school website.

Legal References: *Minn.Stat.124D Charter Schools*

*MSBA/MASA Model Policy 591
Rev. 2013*

Lottery Process Addendum:

A Lottery process is used at the beginning of any school year, if there are more students who have pre-enrolled than there are spaces for in each grade level, and after the Admission Policy enrollment preferences (sibling, school staff, KDG age requirements) have been filled.

TIES opens its pre-enrollment in Mid-February of the previous school year for which parents are wishing to enroll. TIES accepts pre-enrollment forms until July 15 prior to the school year starting or until 125 student spots per grade level are filled.

*At that time, if there are more than 125 students per grade waiting placement, TIES will plan a lottery. Parents who have completed an on-time pre-enrollment form will be contacted as to the specific date, time and location of the lottery, should they wish to attend. **Presence at the lottery is not required to be eligible.** The lottery will be held in the early part of August to allow families & the district enough time to make transportation arrangements or find other placement should they not be selected during the lottery. Notice of the lottery will also be published on the school's website.*

The lottery will be conducted by the School Director & Administrative Team. Student names will be put on slips of paper and randomly drawn until all 125 spaces are filled. All other names will be placed on the waiting list. Parents will be notified by phone & mail if their child is selected during the lottery if they are not in attendance.

The dates listed above may change for each school year and will be posted on the school's website for enrollment information.