

Adopted: 10/28/2024

MSBA/MASA Model Policy 509 Charter  
Orig. 2022 (as Charter Policy)  
Rev. 2024

Revised: \_\_\_\_\_

## **509 ADMISSION AND ENROLLMENT**

### **I. PURPOSE**

The purpose of this policy is to set forth admission and enrollment procedures that LIFE Prep utilizes.

### **II. GENERAL STATEMENT OF PURPOSE**

The purpose of this policy is to state the procedures and requirements during the admission and enrollment process a LIFE Prep School

### **III. ADMISSION LIMITATIONS**

- A. LIFE Prep, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), will limit admission to:
  - 1. pupils within an age group or grade level;
  - 2. 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. LIFE Prep shall comply with the Minnesota Human Rights Act, which prohibits educational institutions from discriminating against students based on a protected class including race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability.
- C. Charter schools must disseminate information about the school's offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population. The school must document its dissemination activities in the school's annual report. The school's dissemination activities must be a component of the authorizer's performance review of the school.

### **IV. ENROLLMENT**

- A. LIFE Prep, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), 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. LIFE Prep must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.
  - a. Under Minn.Stat. 124D.10, subd, 9, if a charter school faces a situation in which the "number of applications exceeds the capacity of a program, class, grade level, or building," students must be accepted by a lottery.
  - b. In order to participate in the lottery, a completed enrollment application form must be submitted within the open enrollment period. Applications will be accepted starting January 1<sup>st</sup> until January 31<sup>st</sup>.
  - c. The lottery will take place at the February board meeting, on the LIFE Prep campus and will be overseen by a group of LIFE Prep administrators, staff members, and parents. A non-biased 3rd party will also witness the lottery.

- d. Once the application period is closed, if there are more applicants than spots available, all timely applications will be included in a random lottery which preferences first the siblings (and foster siblings) of currently enrolled students, and second the children of staff members, including foster children. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year. After the lottery, students who are not accepted in the grade level applied for, will be placed on a waiting list by the order of the lottery held.
  - e. If additional seats become available after the lottery, they will be filled from the applicants in order on the waiting list in accordance with the above defined priority.
  - f. Applications are only valid for one year. New applications for the following year will need to be submitted for next year's consideration. The waiting list does not carry over from year to year.
- B. Admission to a charter school must be free to any eligible pupil who resides within the state. A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota. A charter school must require a pupil who does not reside in Minnesota to annually apply to enroll in accordance with Minnesota Statutes, section 124E.11, paragraphs (a) to (f).
  - C. A person may not be admitted to LIFE Prep (1) as a kindergarten pupil, unless the pupil is 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; or (2) 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 A and B.
  - D. Except as permitted in paragraphs D and I, the charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), 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.
  - E. LIFE Prep or any agent of the school must not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.
  - F. Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school's free preschool or prekindergarten program under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act in Minnesota Statutes, sections 121A.40 to 121A.56.

**Legal References:** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)  
Minn. Stat. § 124E.17 (Charter School Information)  
Minn. Stat. § 363A.13 (Educational Institution)

**Cross References:** None