

Admissions and Enrollment Policy

Approved: School Board January 15, 2009

Revised: School Board June 16, 2011

Reference

MN Statutes

124D.10 Charter Schools

Subd. 9 Admission Requirements

Nondiscrimination Statement

Spectrum High School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities made available to students at the school. Spectrum High School will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and will comply with all federal and state laws prohibiting discrimination.

Enrollment Statement

Spectrum High School shall annually establish the number of sections offered for each grade level and the maximum number of students to be allowed in each section.

Spectrum High School shall enroll an eligible pupil who submits an application unless the number of applications exceeds the capacity of the grade level. In this case, the applications will be subject to a lottery process. Siblings of enrolled students shall receive preference.

Application Period

The application period is from February 1 to January 31 at 4:00 p.m. The annual application deadline shall be posted on the Spectrum High School web-site.

An initial application must be completed for each prospective student.

An application shall be accepted for the school year immediately following the current school year.

Enrollment Preference Policy (according to MN Statute)

Spectrum High School will give preference to siblings of a student currently enrolled at Spectrum High School before accepting students by lot.

Prior to the lottery date, siblings of enrolled students may be placed on the enrollment list if the application is received prior to the application deadline. After that date, any further applicants are placed on the bottom of the waiting list.

Siblings include:

All children of a family unit related biologically, by marriage or adoption to one or both parents and foster children.

Spectrum will give preference to any child of a teacher employed at SHS at the time of the lottery.



Lottery

Prior to the lottery date, the office of admissions shall create a roster with sibling names entered and the number of open seats available in each grade.

On February 15 (or the first school day following), all existing and newly received (as of January 31) initial applications, after being sorted by grade level, shall be placed in a lottery. All applications of twins/triplets shall be marked so that if one application is pulled, the sibling will also be drawn. One person from the office of admissions, the administration and the school board shall conduct the drawing.

As names are drawn, they shall be placed on the list of available seats.

All staff witnesses will sign a form certifying the lottery results and process, which will also be certified by the School Board.

When all seats are filled, the remaining names are drawn, one at a time, to create a waiting list.

The office of admissions will notify families of their child's status following the lottery.

After the lottery is complete, all seated students are asked to complete an enrollment packet.

Waiting List

As applications continue to come in after the lottery date, names will be added to the bottom of the waiting list.

As any admitted students drop from enrollment, all prospective students on the waiting list move up one position, and the student at the top of the list is notified of the opening.

Parent/guardian notification shall be by phone, email or letter. If the school is unable to establish contact with the family within 48 hours by phone or 3 days after an email or letter is sent, this will constitute a decline. Parents/guardians will have 48 hours to accept or decline after responding to the contact in a timely manner.

Waiting lists shall remain in place for one school year. All names will be re-entered in the lottery each year, providing the lottery box is checked on the initial application for inclusion in the lottery, along with new applications.

Enrollment

The completion of an enrollment packet is required for enrollment.

A meeting with an administrator and a school tour are required. Meetings and tours are by appointment only.

Withdrawn students

If a student withdraws from Spectrum High School, a withdrawal form shall be completed and returned by the parent or guardian.

Students who have withdrawn and wish to re-enroll will be subject to the same policies and lottery process as other students.