

## Admissions and Enrollment Policy

*Approved: School Board January 15, 2009*

Revised: June 16, 2011, March 21, 2013, March 13, 2014, January 28, 2016, February 23, 2016,  
July 23, 2020

Policy Number: 804

### **Reference**

*MN Statutes*

*124E.11 Charter Schools*

*Admission Requirements and Enrollment*

**Note:** The term “enrolled” throughout this policy refers to a student currently attending Spectrum Middle School or Spectrum High School (Spectrum).

### **Nondiscrimination Statement**

Spectrum 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 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 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 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 and children of employees shall receive preference.

### **Application Period**

The application period is from February 1 to January 31 at 4:00 p.m. It is the responsibility of the applicant to obtain confirmation from Spectrum of the receipt of application. The annual application deadline shall be posted on the Spectrum web-site. An application shall be accepted for the school year immediately following the close of application period for the years as defined on the initial student application.

An initial application must be completed for each prospective student.

### **Enrollment Preference Policy (according to MN Statute)**

Spectrum will give preference to siblings of a student currently enrolled at Spectrum 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 sibling portion 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.

Once sibling preferences have been filled, Spectrum will give preference to any child of a staff member, defined as an individual with an at-will letter with the school employed at Spectrum during the open application period. Employees who become employed after the open enrollment period and wish to have their child enrolled, will have the child's name added to the bottom of the employee preference portion of the waiting list.

### **Lottery**

Prior to the lottery date, the Registrar shall create a roster rolling forward all currently enrolled students to the next grade level. This will determine the number of potential seats available. Based on the number of applications received, it will be determined if a lottery needs to be held for preferences (siblings and children of staff members) prior to the general applications lottery.

On February 15 (or the first school day following), all existing (who have indicated they wish to have their application roll over) and newly received (as of January 31) initial applications, after being sorted by grade level and preferences (sibling and children of staff members), shall be placed in a lottery. The lottery will be completed electronically in accordance with the established procedures.

Spectrum wishes to ensure an open and transparent lottery process. As a result, the following two requirements have been established:

1. The Registrar, the Executive Director (and/or an administrative representative), and a representative from the Information Technology staff shall conduct the drawing. All staff witnesses will sign a form verifying the lottery results and process. The results will then be certified by the School Board at its next regularly scheduled meeting.
2. The lottery process is open to the public. Any members of the public wishing to attend and observe the lottery process should contact the Registrar at least one workday prior to the lottery to ensure that a large enough space can be reserved.

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

### **Waiting List**

As applications continue to come in after the lottery date, names will be added to the bottom of the waiting list in the order they are received, based on date and time. If they are siblings of currently enrolled students, they will be added to the bottom of the sibling preference list. If they are children of employees, they will be added to the bottom of the employee preference portion of the waiting list.

As any admitted students drop from enrollment, all prospective students on the waiting list move up one position.



Parent/guardian notification that a student from the waiting list has been offered enrollment shall be by email. If no response is received, it will be followed by a phone call.

Parents/guardians will have 48 hours to accept or decline enrollment. Failure to respond within 48 hours may constitute a decline of enrollment. The student's name will be removed from the waiting list, and submission of a new Initial Student Application will be required.

If a student responds to the offer of a position within the allotted timeline, but declines to enroll, they will be asked if they wish to stay on the waiting list for the remainder of the current school year. If they choose not to remain on the list, their Initial Student Application will be considered void. Students who indicate a desire to remain on the waiting list for the remainder of the school year will be contacted for any further open positions during the current school year only after all other students on the waiting list for that grade level have been given an opportunity to accept an open position.

Waiting lists shall remain in place for one school year. Applications are valid for the school year and grade level indicated on the application.

### **Enrollment**

The completion of an enrollment packet is required for enrollment.

A meeting with a school counselor and a school tour are highly recommended. Meetings and tours are by appointment only.

Parents/guardians must maintain contact with the school and respond to requests for information once they have accepted a position for their child. Failure to communicate within 7 calendar days may require that the position be offered to another student and therefore would no longer be available.

### **Withdrawn students**

If a student withdraws from Spectrum, 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.

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.