



Adopted: 5.19.2025

Revised: _____

509 ADMISSION AND ENROLLMENT, INCLUDING LOTTERY AND EARLY ENROLLMENT GUIDELINES

I. PURPOSE

The purpose of this policy is to set forth admission and enrollment procedures that the charter school utilizes.

II. GENERAL STATEMENT OF PURPOSE

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

III. ADMISSION LIMITATIONS

A. The charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b) and section 124E.11, may 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. The charter school 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.

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. The charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b) and section

124E.11, 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, including on its website, a lottery policy and process that it must use when accepting pupils by lot. See the lottery procedure in section V.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. The charter school must give enrollment preference 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. 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. LIFE Prep will accept an eligible staff member's child before accepting other pupils by lot.
- D. A person may not be admitted to the charter school (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. See Section VI for early admission procedure.
- E. Except as permitted in paragraph D, the charter school, including its preschool or prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), and section 124E.11 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.
- F. The charter school 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.G. 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.

V. Lottery

- A. As stated in Section IV, paragraph A, a lottery must be held if the number of applicants exceeds the capacity of the program, class, grade level, or building. To participate in the lottery, a completed enrollment application form must be submitted within the open enrollment period. Applications will be accepted from January 1st to the second Friday in February.

- B. Siblings of an enrolled pupil and a foster child of that pupil's parents, as well as children of LIFE Prep staff members, as described in Section IV, paragraph C, will be given priority admission over students in the lottery pool.
- 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. An unbiased third party will also witness the lottery.
- D. 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. Families of accepted students have two weeks from the date of the lottery to accept their seat. Within that time the family must submit a completed enrollment packet to the school. If the paperwork is not received within that time frame the school will move to the next student on the waiting list.
- F. 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.
- G. Applications are only valid for one school year. New applications for the following year will need to be submitted for next year's consideration. The waiting list does not carry over year to year.

VI. Early Admission

- A. LIFE Prep believes that most students will have the best educational experience if they begin Kindergarten with their own age group. However, at the request of a parent, LIFE Prep will screen and evaluate students for early admission to kindergarten if the student's 5th birthday falls between September 2nd and October 1st of the enrollment year.
- B. Parents who wish for their child to be considered for early admission to kindergarten should submit an application for early admission, along with the standard enrollment application. The lottery timeline above applies when necessary.
- C. Upon acceptance of the application, a screening appointment will be scheduled with the school.
 - a. At the screening appointment the student will be given an early admittance exam by a proctor of the school district. The exam is aligned with kindergarten academic standards and will assess the student in the following skills: early literacy, numeracy, fine motor, and language. In order to be considered for early admission, the student must score 80% or higher.
 - b. If the screening appointment takes place on a date when school is in session, the student will have the opportunity to spend up to 60 minutes in a kindergarten classroom. During the classroom visit the proctor will observe the social and emotional readiness of the student. If the screening is done over the summer, only the early admittance exam will be used to assess readiness.
- D.
 - a. Upon completion of the screening appointment, parents will be informed whether or not their child has qualified for early admittance to Kindergarten.
 - b. Students would only be able to early enroll in first grade the following year if they successfully complete kindergarten.

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