

*Adopted:* July 18, 2006  
*Amended:* May 14, 2009  
*Amended:* Oct 8, 2015  
*Amended:* June 21, 2016  
*Amended:* November 17, 2016  
*Amended:* June 20, 2019  
*Amended:* June 1, 2020

## 510 ADMISSIONS AND LOTTERY POLICY

### I. PURPOSE

Kato Public Charter School desires to enroll students as established by Minn. Stat. § 124E.11 Admission Requirements and Enrollment. It is the purpose of this policy to set forth the procedures used by Kato Public Charter School in the enrollment of students.

### II. GENERAL STATEMENT OF POLICY

Charter schools are required to comply with the Minnesota Human Rights Act under Minnesota Statutes, section 363A.13, which prohibits educational institutions from discriminating against students based on a protected class (i.e., race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistant, sexual orientation or disability).

Eligibility - Applications for enrollment will be approved in accordance with Minnesota Statute 124E.11 as referenced below and subject to grade level number of student limitations set forth by the School Program:

- A. A charter school, including its preschool or prekindergarten program established under section [124E.06, subdivision 3](#), paragraph (b), may limit admission to:
1. Pupils within an age group or grade level. KPCS accept students in grades 6-12, with a limit of 20 students per grade level. All student applications received after grade level capacity is met are subject to the Lottery Policy.
  2. Pupils who are eligible to participate in the graduation incentives program under section [124D.68](#); or
  3. 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. A charter school, including its preschool or prekindergarten program established under 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. 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. KPCS includes the lottery policy below for reference.

- C. A charter school shall 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.
- D. Except as permitted in paragraph (d), a charter school, including its preschool or prekindergarten program established under 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. 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.
- F. Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections [121A.40](#) to [121A.56](#).
- G. Kato Public Charter School is able to reject an application for enrollment in accordance to Minnesota Statute 124E.11(a) and (b), based on actions leading to dismissal that have taken place prior to application, that are subject to Minnesota Statute, section 121A.40 to 121A.56 Fair Pupil Dismissal Act. As described by Minnesota Statute, section 121A.41, dismissal includes expulsion, prohibiting a student from further attendance at a charter school for up to 12 months from the date of expulsion and exclusion. Prevention or rejection of an application due to prior dismissal cannot extend beyond the school year.

### III. OPEN ENROLLMENT

- A. Deadline: All applications to be included in the lottery for the upcoming school year must be received by the school no later than January 15 (or the next business day if the 15th falls on a weekend or holiday). All applications will be stamped according to date received.
- B. Application: Any parent/guardian who would like their child's application to be included in the lottery each year will need to renew their current application or re-apply before the application deadline. It is the parent's responsibility to update the school with current contact information.
- C. Enrollment Preference Status (according to MN Statute): Preference for possible enrollment will be acknowledged and given to:
  - 1. Siblings of students currently enrolled and in attendance at Kato Public Charter School
  - 2. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
  - 3. Any child in placement within a foster-care situation.
  - 4. Any child of an employee of Kato Public Charter School

- D. Foreign Exchange Students: Foreign Exchange students in placement with an existing Kato Public Charter School family are welcome to be enrolled at Kato Public Charter School. They will be subject to the same policies for enrollment as all other students and efforts will be made to aid with the additional paperwork that is required. If a Foreign Exchange student is accepted into Kato Public Charter School, sibling preference does not apply to students of the host family.
- E. Enrollment Time Limit: - KPCS will accept eligible student applications during the current school year enrollment is requested when there are openings in the grade level requested, and when there is not a wait list for that grade level. KPCS will not accept student enrollment for any students attempting to enroll within less than 20 days of the last day of school.
- F. Waitlist Acceptance of Offer of Admission: Students will be notified by letter of acceptance of admission that are on a wait list, given a deadline to respond to acceptance of admission. An acceptance letter will not take a student out of their current school until registration is completed, nor will the current school be notified until KPCS receives an acceptance offer of admission. If acceptance is not received by the specified deadline, the student is placed at the end of the waitlist.
- G. Records Request: Upon acceptance of admission, KPCS will request academic records with release of information provided by parents or legal guardians of students.
- H. Intake and Onboarding: Students will receive an intake meeting schedule and start date, that is subject to the receipt of the requested school related records.

#### IV LOTTERY POLICY

A completed Enrollment Application is required to be included in the annual lottery and/or placed on the waiting list for students that are not placed due to program capacity being met in their grade level.

- A. Timelines for Holding Lottery: The lottery for all Grades 6 - 12 will be held each February 15th (or the next workday if the 15th falls on a weekend or a holiday) to determine placement for the following school year. The lottery is open to observation by the public. In the event of an opening, when a waiting list exists, the school will hold an impartial lottery, in compliance with Minn. Stat. § 124E.11, to determine which student will receive the open seat.
- B. Process: Enrollment Applications, after being sorted by grade level, will be assigned a digital, random number and placed sequentially by each grade to comprise the lottery results list from which to fill the next year's class openings.

Preference is given to siblings, foster children of parents with students currently enrolled at KPCS, and the children of current employees working at the school at the time of enrollment.

Students of current employees receive priority over the general waiting list, but not over siblings and foster children of families who currently have students enrolled in the school.

The lottery policy is overseen by the School Board and School Board Chair. The process is overseen by the School Director, Office Manager, and at least one witness. All staff witnesses will sign a form certifying the lottery results and method, which will also be certified by the School Board.

Students qualifying for preference, any time after the lottery, who were included in the lottery, will be placed at the bottom of the lottery "preference section" of that grade's lottery results list. Students who qualified for preference before or after the lottery, but lost their preference qualification before being offered enrollment will be removed from the preference section" and placed by lottery number in the "non-preference section" of that grade's waiting list. Students qualifying for preference after the lottery was held who had not submitted an Enrollment Application (and have therefore not been assigned a lottery number) must submit a completed Enrollment Application before being placed at the bottom of the "preference section" for that grade on the waiting list.

Initial annual lottery results will be shared only with the families who applied to be included in the lottery and not published online for all to see. Results will be shared with families using the email address that they listed while applying their student(s). Student information on the initial annual lottery results includes (1) student initials, (2) Parent/guardian initials, (3) applicant grade, and (4) initial lottery results list position.

All new Open Enrollment Applications received since the previous year's lottery deadline will be compiled to create an active waitlist if the lottery waitlist is exhausted and there are still open seats. If these "Open Enrollment" students are not offered a seat, they will need to apply to be included in the following school year's lottery. They will not be automatically included in the upcoming lottery.

Former students who have withdrawn and requested to remain on the waiting list will be subject to the current lottery process. Openings for the upcoming school year will be filled as they become available.

The lottery results list for Kato Public Charter School is intended for the sole purpose of enrollment and distribution of information deemed appropriate by Kato Public Charter School to be of interest to those parties. Kato Public Charter School will not sell, distribute or otherwise disseminate lottery result list information. Kato Public Charter School will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related benefits at Kato Public Charter School.

**Legal Reference:**

Minn. Statute 124E.11

Minn. Statute 124E.11(a)  
Minn. Statute 124E.11(b)  
Minn. Statute 124E.11(c)  
Minn. Statute 124E.03 subdivision 2(i)  
Minn. Statute 121A.40 to 121A.56  
Minn. Statute 124D.68  
Minn. Statute 363A.13