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Amended: May 14, 2009
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510 ENROLLMENT OF STUDENTS

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

Minnesota Statute, section 124.11E states a charter school cannot “limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability,” nor “establish any criteria or requirements for admission that are inconsistent with section 124E.11”

Charter schools are also 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).

- A. Eligibility - Applications for enrollment will be approved in accordance with Minnesota Statute 124E.11(a):
1. Space is available for the program area the student is applying for.
 2. The student is not eligible to participate in the graduation incentives program under section 124D.68.
 3. Student is applying for entrance within an age group or grade level the school offers services in.
 4. The school may deny 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. Rejection of Application – Rejection of admission to the school is 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 cannot extend beyond the school year.
- D. Application – The student application for enrollment is a document provided to prospective students/families and made available at all times in the most current

form on the schools website. Completion of this form indicates a families desire for the student to be admitted to the school. The application includes only basic information such as student name, name of parent or guardian, contact information, and grade applying for.

Charter schools may not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in the charter school.

- E. Enrollment Process – Enrollment packets are provided to applicants, also known as the enrollment packet or registration packet. The enrollment packet is provided to families once the student has been formally accepted in order to register him or her at the school. Enrollment packets request additional information about the student, such as dates of birth, ethnicity, special education status, etc. The enrollment packet is used to identify supports for students and complete necessary reporting requirements.

Once enrolled, a student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in Minnesota Statute, sections 121A.40 to 121A.56.

In accordance with Minnesota Statutes, section 124E.11(b), students who submit a timely application to a charter school must be enrolled unless the number of applications exceeds capacity of the schools program, class, grade level, or building. Applicants submitted above capacity will be accepted by lottery in accordance to the lottery policy and process adopted by the school.

In accordance with Minnesota Statutes, section 124E.11(c) establishes certain preferential situations where specific students must be given preference in admission over students in the lottery pool. Preferences must be provided to:

1. Siblings of an enrolled student
2. Foster children of an enrolled student’s parents

- F. Student Records - Kato Public Charter School will follow state statute and guidelines in the procurement of records from a student’s previous academic institution. A start date for new students will be established when all records necessary to the design of an appropriate academic program have been received and reviewed. Students must continue to attend the school they are transferring from, whenever possible, until a start date with Kato Public Charter School has been established. This will ensure that all students are receiving a state required education.
- G. Lottery - 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.

The process for the school district lottery will be a random selection from the pool of applicants for the grade level with the opening(s). The open seat will be offered to the chosen student. Upon communication of the opening the parent/guardian has five school days to complete the enrollment forms. If this is not completed, the student's name will be removed from the waiting list and a new drawing will be conducted.

- I. Enrollment Time limits - In order to maintain the academic process and the academic best interest of students, new enrollments of students may not start during the last 10 school days or two calendar weeks of an academic quarter whichever is shorter. New students will not be accepted for enrollment during the final 20 school days of the academic year.

(Legal and Cross References are constantly changing: these items shall remain under review)

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