

New City School

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www.newcitycharterschool.org



Enrollment Policy

Reason for Policy

New City School desires to participate in the Enrollment Options Program established by Minn. Stat. 124E.11. It is the purpose of this policy to set forth the enrollment application procedures used by New City School in making said determination. As a public charter school, New City School is subject to the Minnesota Pupil Fair Dismissal Act.

Policy Statement

New City School does not limit admission to students on the basis of intellectual ability, measures of achievement, aptitude, or athletic ability in accordance with Minn. Stat. 124E.11. New City School complies with the Minnesota Human Rights Act (Minn. Stat. 363A.13) prohibiting 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).

1. Enrollment Application

- The student and parent (or legal guardian) must complete and submit an application for enrollment form by the established deadline, provided by New City School on the School's website.
- New City School will enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. (Minn. Stat. 124E.11(b). In this case, student enrollment will be determined by lottery set forth in this policy.
- When the number of applications for the initial opening of a particular grade level, class, or program exceeds the number of openings, a "waiting list" is established according to the date the application is received.
- New City School may limit admission to students within an age group or grade Minn. Stat. 124E.11.

2. Enrollment Lottery:

- As required by Minnesota Statutes, section 124E.11(b), all students who submit timely applications to New City School must be enrolled unless the number of applications exceeds the capacity of a program, class, grade level or building. If New City School faces a situation in which the number of applications exceeds the school's capacity, then students will be accepted by random lottery.
- The lottery policy and process are as follows: There will be a random selection conducted by the Executive Director from the pool of applicants for the grade level with the opening(s). The date and place of the lottery will be public and will be

posted on the school website. The lottery will be witnessed by at least one representative from the Board and school staff.

- The open seat will be offered to the chosen student. Upon communication of the opening, the parent/guardian has five days to complete and submit the enrollment application. If the forms are not completed and submitted, the student's name will be removed, and a new drawing will be conducted.

3. Enrollment Preferences:

- Minnesota Statutes, section 124E.11(c) establishes certain preferential situations in which specific students must be given preference in admission over students in the lottery pool. For New City School, enrollment preference will be provided to 1) siblings of an enrolled student and; 2) foster children of an enrolled student's parents; 3) children of the school's staff.

4. Early Enrollment Policy:

- New City School does not admit kindergarten students that do not turn five on or before September 1 of the calendar year that the school starts. New City School does not admit first grade students who are do not turn six on or before September 1 of the calendar year that the school starts. (Minn. Stat. 124E.11).
- Exception to No Early Enrollment: If a parent requests early enrollment, a valid and reliable developmental assessment that is aligned with state expectations and includes a parent report and teacher observations of a child's knowledge, skills, and abilities is be used to determine early admittance to New City School for kindergarten or first grade students who are not at age five (or six for first grade) by September 1.

Adopted by the NCS Board of Directors, January 22, 2020