



## **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 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**

1. **Eligibility** - As a charter school, New City School shall enroll any eligible student on the following basis:
  - **Early Admissions 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 do not turn six on or before September 1 of the calendar year that the school starts. (Minn. Stat. 124E.11).
  - **Executive Director's Discretion**: The Executive Director's discretion, supported by a developmental assessment, may be used regarding admittance to New City School for kindergarten students who are close to, but not at age five by September 1, not to exceed five kindergarten students per year.
  
2. **Deadlines**:
  - KG-8 Applications are due Wednesday of 3rd full week in January
  - KG-8 Lottery takes place Wednesday of 3rd full week in February
  
3. **Application**
  - The student and parent or legal guardian must complete to the satisfaction of the Board and submit an application for enrollment form by the established deadline, provided by New City School.
  - A timely application is submitted, unless the number of applications exceeds the capacity of the program, class, grade, level, or building.
  - Where openings exist, a sibling of a currently enrolled student and a foster child of that student's parents shall be given first priority for enrollment, and may give preference for enrolling children of the school's staff.
  - 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.
  - Applications submitted after the established deadline each year will be placed on the appropriate grade level waiting list following the names of those previously registered for that year.

- 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 may limit admission to pupils within an age group or grade Minn. Stat. 124E.11.
- New City School's policy is that previous disciplinary proceedings involving a student who is seeking admission may NOT be used for rejection of application.

**Adopted by the NCS Board of Directors, April 18, 2018**