

513 Admission & Enrollment

I. Purpose

The purpose of this policy is to set forth SPCPA's admission and enrollment procedures.

II. General Statement of Purpose

As a mission-driven charter school, SPCPA's purposes are to increase the quality of the educational experiences students have as artists and scholars to realize greater learning, achievement, and success.

III. General Statement of Policy

- A. This policy establishes procedures for admission to SPCPA consistent with Minnesota Statute § 124E.11
- B. SPCPA is a tuition-free, public charter school and enrolls eligible students who apply, unless the number of applications exceeds the capacity of the program, class, grade level, or facilities. If this occurs, students are accepted by lot.
- C. SPCPA does not seek any information about any applicant that may be used to discriminate against the applicant in either the school's policies or governing laws. This does not preclude SPCPA from seeking such information about a student for a lawful purpose after SPCPA admits the student.

IV. Admission Limitations

- A. SPCPA may limit admission to:
 - 1. students within an age group or grade level;
 - 2. students who are eligible to participate in the graduation incentives program under Minnesota Statute § 124D.68; or
 - 3. residents of a specific geographic area in which SPCPA is located when the majority of students served by the school are members of underserved populations.
- B. SPCPA will 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.

- C. SPCPA will 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. SPCPA will document its dissemination activities in the school's annual report. SPCPA's dissemination activities are a component of the school's performance review by its authorizer.

V. Enrollment

- A. SPCPA will enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or facilities. In this case, students must be accepted by lot. SPCPA will develop and publish, including on its website, a lottery policy and process that it will use when accepting students by lot.
- B. Admission to SPCPA is free to any eligible students residing within Minnesota. SPCPA will give enrollment preference to a Minnesota resident student over students that do not reside in Minnesota. SPCPA will require a student who does not reside in Minnesota to annually apply to enroll in accordance with Minnesota Statute § 124E.11, paragraphs (a) to (f).
- C. SPCPA will give enrollment preference to a sibling of an enrolled student and to a foster child of that student's parent(s) or legal guardian(s) and may give preference for enrolling children of school employees before accepting other students by lot. An employee eligible for an enrollment preference for his/her/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 the school's calendar year.
- E. Except as permitted in Paragraph I, SPCPA will not limit admission to pupils based on intellectual ability, measures of achievement or aptitude, or athletic or artistic ability and will not establish any criteria or requirements for admission that are inconsistent with Minnesota Statute § 124E.11.
- F. SPCPA or any agent of SPCPA will 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 SPCPA.
- G. Once a student who resides in Minnesota is enrolled in SPCPA, 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 §§ 121A.40 to 121A.56.

- H. SPCPA will not limit admission based on a student's eligibility for special education services or additional special education services.

VI. Complaints & Appeals

Any complaint regarding the admissions or enrollment process or appeal pertaining to an admissions decision should first be made to the principal before being submitted to SPCPA's superintendent or Board of Directors.

Legal References

Minn. Stat. § 124E (Charter Schools)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 124E (Charter Schools)
Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)
Minn. Stat. § 363A.13 (Educational Institution)

Cross References

SPCPA Policy 103 (Complaints)
SPCPA Admission & Lottery Procedures