

Adopted: 01-18-2016

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**ROCHESTER BEACON ACADEMY (RBA)**  
**POLICY No. 500**  
**ADMISSIONS AND LOTTERY POLICY**

**I. PURPOSE**

The purpose of this policy is to explain the application and enrollment process at RBA.

**II. POLICY STATEMENT**

This policy establishes guidelines for admission into RBA that are consistent with the admission requirements of Minnesota Statutes §124E.11.

**III. GENERAL ENROLLMENT PROVISIONS**

- A. RBA is a public school and pursuant to state law, must enroll an eligible Minnesota Resident student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further described in this Policy.
- B. Before admitting a student by the lottery, RBA shall give preference for enrollment to siblings of an enrolled student and to a foster child of an enrolled student's parents. This preference does not apply until one of the siblings is actually enrolled.
- C. Before accepting students by the lottery, RBA shall give preference to enrolling children of the school's staff before accepting other pupils by lot. Termination of employment prior to enrollment, will cause the loss of this preference.
- D. RBA shall not discriminate against or select any student based on race, color, ethnicity, sex, age, national origin, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.

- E. RBA shall not seek any information about any applicant that may be used to discriminate against the applicant in either school's policies or governing laws. This does not preclude the school from seeking information for placing students in the appropriate classes, identifying what resources the school will provide and/or fulfilling state and federal reporting requirements.
- F. RBA will not distribute any services or goods of value to students, parents or guardians as an inducement, term, or condition of enrolling a student.

**V. ENROLLMENT APPLICATION PROCEDURES & LOTTERY PROCESS**

- A. Interested families must submit an application online to be considered for enrollment. The enrollment period is from January 1 to January 31, 11:59 PM. An application must be received by RBA no later than the end of the enrollment period (if this date falls on a weekend or holiday, the next business day will be the deadline date).
- B. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law which notes the type of preference given ("Preferential List"), and (b) all other applicants "General List"). Both lists will be independently shuffled and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list and then proceeding to the non-preference ("General List") applicants according to the following procedures:
  - 1. Siblings and foster siblings of currently enrolled students on the Preferential waiting list will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot each year and then offers of enrollment will be made in the order drawn.
  - 2. Second priority will be given to children, including a foster child of an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year. If there are more applicants than spots for a particular grade, the applicants will be shuffled by lot each year and then offers of enrollment will be made in the order drawn. If a staff member's employment is ended for any reason, the applicant moves to the end of the General waiting list.

3. Once all sibling applicants and children, including foster children, of school staff have been placed, other applicants will be offered enrollment in the order they were placed on the General waiting list as determined by the lottery.
- C. This lottery will be held no later than the first Monday after the student application deadline, sufficiently prior to the annual March 1 deadline for notifying the students' district of residence for transportation services.
  - D. If any application is received after the end of the enrollment period, but before the next open enrollment period, and the maximum capacity of the program, class, grade level, or building is reached, the applicant will be placed at the end of the number of the Preferential or General waiting list based on the date when the application was received by RBA.
  - E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from RBA, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
  - F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.
  - G. Publication of the lottery policy, at a minimum, will be made public via the school's website.

**Legal References:** Minn. Stat. § 124E.11 (Charter Schools – Admission Requirements & Enrollment)

Minn. Stat. §§ 123B.36-.37 (Authorized Fees; Prohibited Fees)