

Adopted: 1/18/2016

Revised: 6/28/2024, 5/15/2025, 5/21/2026

**ROCHESTER BEACON ACADEMY
POLICY No. 509
ADMISSIONS AND LOTTERY POLICY**

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at Rochester Beacon Academy (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 accepting students by the lottery, RBA shall give preference to enrolling 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 comply with the Minnesota Human Rights Act, which prohibits educational institutions from discriminating against any student based on a protected class including race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, disability, or for any other basis that would be unlawful for a public or charter school.
- E. RBA may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with Minnesota Statutes, section 124E.11.
- F. 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 such information for a lawful purpose about a student after the student has been enrolled.

- G. RBA shall not distribute any services or goods of value to students, parents or guardians as an inducement, term, or condition of enrolling a student.
- H. Homeless youth and foster youth have additional legal protections which permit them to enroll in a school, even if the school has reached its enrollment cap, before documentation and paperwork may be in place with the school. RBA shall provide for immediate enrollment of homeless, highly mobile and foster children in a new school if it is in the child's best interest, even if the child is unable to produce records normally required for enrollment.
- I. Once a student who resides in Minnesota is enrolled in the school, 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, sections 121A.40 to 121A.56.

V. ENROLLMENT APPLICATION PROCEDURES & LOTTERY PROCESS

- A. Interested families must submit fully completed applications 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). The Board of Directors may change or adjust the deadline for applications for the next school year by resolution without changing this Policy.
- 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 being given ("Preferential waiting list"), and (b) all other applicants ("General waiting 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 ("Preferential waiting list"), and then proceeding to the non-preference ("General waiting list") applicants according to the following procedures:
 - 1. First priority will be given to Minnesota resident pupils over pupils that do not reside in Minnesota.
 - 2. Second priority will be given to siblings, including foster siblings, of currently enrolled students on the Preferential waiting list. 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.
 - 3. Third priority will be given to children, including foster children, of school staff on the Preferential waiting list. 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. A staff member eligible for an enrollment preference for 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 a school calendar year. If a staff member's employment is ended for any reason, the applicant moves to the end of the General waiting list.

4. Once all sibling applicants and 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. Once RBA has made offers of enrollment, new students and their families must complete and return all enrollment paperwork within 10 business days.
- E. If any application is received after the end of the open 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 Preferential or General waiting list based on the date when the application was received by RBA.
- F. 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.
- G. 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.
- H. Publication of the lottery policy, at a minimum, will be made public via the school's website.

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)
Minn. Stat. § 124E.17 (Charter School Information)
Minn. Stat. § 363A.13 (Educational Institution)