



Application, Enrollment, and Lottery Policy

Date Created: 12/14/2022

Approved By: Not Yet Board Approved

Date Approved: TBD

Application, Enrollment, and Lottery Policy

GENERAL STATEMENT OF POLICY

Three Rivers Montessori Charter School Board of Directors acknowledges that the application and enrollment process for charter schools is unique in comparison to traditional public school systems. Therefore, the purpose of this policy is to disseminate TRM application, enrollment, and lottery procedures per MN state statute which reads as follows:

MINNESOTA STATUTE 124E.11: ADMISSION REQUIREMENTS AND ENROLLMENT

(a) A charter school may limit admission to:

(1) pupils within an age group or grade level;

(2) pupils who are eligible to participate in the graduation incentives program under section 124D.68;

or

(3) residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

(b) A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its Web site, a lottery policy and process that it must use when accepting pupils by lot.

(c) A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot.



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(d) A person shall not be admitted to a charter school

(1) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its Web site a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c).

(e), a charter school 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 this section.

(f) The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

(g) Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56. A charter school is subject to and must comply with the Pupil Fair Dismissal Act, sections 121A.40 to 121A.56.

(h) A charter school with at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf or hard-of-hearing may enroll pre-kindergarten pupils with a disability under section 126C.05, subdivision 1, paragraph (a), and must comply with the federal Individuals with Disabilities Education Act under Code of Federal Regulations, title 34, section 300.324, subsection (2), clause (iv).

TRM APPLICATION AND ENROLLMENT PROCEDURES WITH GENERALIZED TIMELINES

1. Annually after the First of the Year

a. All enrollment information and applications are posted on the school's website and will be available in the main office.

2. Annually in February

a. An "Intent to Return" form is distributed to all enrolled charter school families. Families are asked to indicate their intentions of returning to TRM the next school year.

3. Applications are accepted for enrollment from new families. New families interested in enrolling for the next school year must complete an application, which is available on the school website, and submit during the designated window as determined by school administration. Families may submit their application to the school either through the website or via:



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- i. Mail: Three Rivers Montessori Charter School 17267 Yale St. NW, Elk River MN 55330
- ii. FAX: 763-595-1198
- iii. Email: admin@threeriversmontessori.org

4. TRM does not accept enrollment applications before the designated application submission window.

a. Any applications received *after* the designated window closes but *before* the lottery is held, will be placed at the end of the waiting list created as part of the lottery process in the order they are received.

b. Any applications received *after* the window closes and *after* the lottery is held, will be placed at the end of the waiting list by grade in the order they are received.

5. Any child eligible to receive sibling preference or preference based on the current employment of a staff member must also submit an application for enrollment. Preference placements may only be made if the application is submitted within the designated window.

6. Once the application window closes, school operations will count the number of applications.

i. If there are fewer applicants than enrollment slots available, all applicants will be accepted for enrollment. Applicants will be notified in various formats confirming enrollment within 10 business days of the closing of the application submission window.

ii. If there are more applicants than enrollment slots available, TRM shall hold a lottery open to the public at a time and place specified by school administration and operations. The date and time of the lottery will be noted on the school's website no later than 8pm the day the submission window closes.

LOTTERY PROCESS

General Statement

Preceding a lottery, an enrollment application must be submitted during the window provided on the application for a student to be eligible to participate in the lottery. During the lottery process drawings will be conducted for each grade level that has applications exceeding the number of openings. At the completion of the lottery, the parents or guardians of students entered into the lottery will be informed of the results in various formats, including on the school's website.



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Lottery Procedure

Each student entered into the lottery will be assigned a number. The letter including the results will also list the numbers for accepted students and the order of the students on the waitlist by number as well. Waitlist spaces are determined by the order in which a child's name is drawn in the lottery. After the lottery, students are added to the wait list on a first-come-first-serve basis. Classroom openings are then filled in the order of the waiting list.

- a. If it is determined that a lottery is necessary, Operations will populate a spreadsheet with the names, addresses, siblings (if applicable), and grade level of all applicants.
- b. The Operations Department will merge the data with the Lottery communication and assign a random number to each enrollment applicant. Numbers will be communicated within 10 business days of the closing of the application submission window. This letter will include the specific date, time and location of the lottery as well as confirm the lottery is open to the public.
- c. The lottery will be held on the date and at the time and location as specified in the Lottery Letter.
- d. The school will post the results of the lottery on the school's website at www.threerivermontessori.org and on the school's doors the day following the lottery.
- e. The Operations Department will send a letter of acceptance to all families who received spots in the lottery within 5 business days.
- f. Families will be required to accept seats within 10 business days of the date of the lottery. This can be done via email, phone call, or written letter of acceptance to the school.

Should a family fail to contact the school to accept a seat, the school will follow the notification procedures as follows:

- i. An email will be sent to the contact(s) in the child's application regarding an available seat in the child's grade level
- ii. A phone call will be made to the child's contact(s) the same day. A voicemail will be left if there is no answer.
- iii. Also on the same day, a letter will be sent via mail to the address on the child's application. If a response is not received either via phone, email, or written notice within 5 business days from the date of the letter the child will be moved to the bottom of the appropriate waiting list.
- iv. If the family accepts the seat for the child, a letter of acceptance is provided electronically within 3 business days.



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Sibling and staff Enrollment Preference

- a. Per Minnesota Statutes, section 124E.11 (c), "A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot." Three River Montessori Charter School does give sibling preference as well as preference to child(ren) of the school's staff.
- b. Per Minnesota Statutes, no other enrollment preference may be given.

When the lottery is complete, students that meet the requirements for enrollment "preference" as outlined above, will be included a "preference section" of the appropriate waiting list for their grade. If a student is included in the preference section but loses their status before officially enrolling, that student will be placed in the non-preference section of the waiting list for his or her grade.

Waiting List(s)

- a. Once all enrollment slots are filled via the lottery, all remaining lottery numbers will be drawn to create waiting lists by grade. All waiting lists will be posted on the TRM website at www.threeriversmontessori.org and on the school's doors the day following the lottery.
- b. If an enrollment slot becomes available prior to or during the school year, school administration will call the first applicant on the waiting list and will continue down that list until the slot is filled.
- c. The TRM Board of Directors recognizes that a student entering a Montessori classroom after the "normalization" of that class occurs requires additional consideration. Therefore, openings that occur after mid-year may or may not be filled based on the following timelines:
 - i. No E-2 (4th-6th grade) openings will be filled after March 1st.
 - ii. No E-1 (1st-3rd grade) openings will be filled after April 1st.
 - iii. No openings in any grade level will be filled after April 1st.
- d. Any applications received after the designated submission window closes and after the lottery is concluded will be placed at the end of the waiting list for the particular grade level in the order they are received.

Enrollment Process Post Lottery

Upon acceptance of the seat, the parent/guardian(s) must provide the completed enrollment packet within 5 business days so TRM may request records and determine any additional services needed. TRM staff will discuss with families accepting a seat, the student's start date, not to exceed ten school days from the date the seat is offered, the students grade level, transportation plans, and siblings on the waiting list if applicable.



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Any applications received after the designated submission window closes and after the lottery concludes will be placed at the end of the waiting list for the indicated grade level in the order they are received.

ENROLLMENT PACKET SUBMISSION

1. Following acceptance of a seat, the child's guardian has 5 business days to complete the enrollment packet provided by Three Rivers Montessori via:
 - i. Mail: Three Rivers Montessori Charter School 17267 Yale St. NW, Elk River MN 55330
 - ii. FAX: 763-595-1198
 - iii. Email: admin@threeriversmontessori.org

2. Should a family fail to submit the completed enrollment packet to TRM by the 5th business day, the same notification procedure as outlined in the Lottery Procedure above.
1. If the enrollment packet is not received by the 5th business day following the notification from the school, the child will be moved to the bottom of the waiting list.
 - a. If a family fails to respond after all communication efforts have been exhausted and a period of 30 days has commenced, the child may be removed from the waitlist.
 - b. The family may re-apply via the application process.
 - c. All waiting list applicants must submit a new application for the following school year, even if on the current waiting list. The application will not automatically roll over to the next school year.