

## MODERN MONTESSORI CHARTER SCHOOL

Board Adopted: September 26, 2018

Revised: December 15, 2021

### 535 ADMISSIONS POLICY & PROCEDURES

#### I. PURPOSE

The purpose of this policy is to define Modern Montessori Charter School's Admissions and Lottery process.

#### II. GENERAL STATEMENT OF POLICY

- A. Admission to the school is open to all students, without regard to intellectual ability, measures of achievement or aptitude, athletic ability, race, religion, or any other factors contained in Minnesota Statute section 124E.11 (e), and section 363A.13.
- B. Modern Montessori Charter School also fully aligns with Minnesota Statutes, section 124E.11 (c), where Modern Montessori Charter School gives enrollment preference to a sibling of an enrolled student and to a foster child of that student's parents and preference for enrolling children of the school's staff if there are available seats for the grade before accepting other students by lottery.
- C. This policy only pertains to Modern Montessori Charter School's tuition free elementary program (K-7). Enrollment applications for the Modern Montessori Charter School's fee-based early learning program will be admitted in the order in which they are received, once the open enrollment period begins. See further explanation in III.L.

#### III. ADMISSION REQUIREMENTS AND ENROLLMENT

- A. Each school year, the Board:
  - 1. will establish the open enrollment period by January 1<sup>st</sup> applicable to the following school year's admissions.
  - 2. will publish by January 1<sup>st</sup>:
    - i. Modern Montessori Charter School's enrollment application applicable to the following school year, and
    - ii. this Admissions and Lottery Policy.
- B. Notice to Currently Admitted Students & Staff Employed at the School: Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment period to parents and staff so that siblings of currently admitted students and children of staff may submit a timely application.
- C. Application Processing: Each enrollment application received is date-stamped and either time-stamped or sequentially stamped by number designating the order in which applications were received for each such date.

- D. Admissions: As long as there are available seats as established by the Board for the applicable grade(s), all applications received during the open enrollment period are automatically accepted for enrollment (i.e. admitted, see D (1)). If more applications are received than the available seats established by the Board for the applicable grade(s), all submitted applications for such grade(s) will be placed in the lottery; however, siblings of currently enrolled students, children of staff employed by the school and siblings of currently Admitted students have preference. (See (E) or (F)).
1. “Admitted” defined – a child whose application is randomly selected/drawn for enrollment during the open enrollment period pursuant to section 4 of this policy, will only be considered Admitted if they have formally accepted the offer of enrollment in writing.
  2. “Enrolled” defined – an admitted child is considered enrolled only when they have completed and submitted all required enrollment forms and attended their first day of classes.
- E. Siblings of Enrolled Students: As long as there are available seats as established by the Board for the applicable grades(s), siblings of currently enrolled students and foster children of that student's parents who submit an application before the expiration of the open enrollment period are automatically admitted. If the number of sibling applications exceeds available seats in any grade, a sibling lottery is held for each such grade. Siblings are admitted to the school in the order in which they are drawn in the lottery. If all available seats in a grade are filled by siblings, the sibling lottery continues to establish the sibling waiting list as determined by timestamp, which has preference over both the staff-children waiting list and the general waiting list. Siblings of Admitted students cannot be determined until after the lottery is concluded and the aforementioned siblings have officially accepted their offer of enrollment in writing as per III.D.1.
- F. Children of Staff Employed at Modern Montessori Charter School: As long as there are available seats as determined by the Board for the applicable grade(s), children of staff employed at the school who submit an application before the expiration of the open enrollment period, are automatically admitted provided that all siblings (of already admitted students) who submitted a timely application are admitted. If the number of children of staff exceeds the available seats established by the Board for any grade (and after all siblings of admitted students who submitted a timely application are admitted), a staff-children lottery is held. Children of staff are admitted to the school in the order in which they are drawn in the lottery. If all available seats in a grade are filled by children of staff, the staff-children lottery continues to establish the staff-children waiting list for each such grade, as determined by timestamp.
- G. General Lottery: If the number of applications received during the open enrollment period exceeds the available seats established by the Board for any grade after the admissions or lotteries for Siblings of Enrolled Students (section E) and Children of Staff Employed at Modern Montessori Charter School (section F), the school conducts a general lottery. All applications for each such grade(s) (excluding both applications from Siblings of Already Enrolled Students and Children of Staff Employed by Modern Montessori Charter School) that were received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there are available seats as determined by the Board for the applicable grade(s). If all available seats in any grade are filled, the time and date stamp on each application (in chronological order) will establish the general waiting list for each such grade.

- H. Applications received after the open enrollment period expires are automatically admitted if there are available seats as established by the Board in the applicable grade, in the order received. If, or once, there are no available seats in any grade, applications are added to the applicable waiting list for each such grade, in the order received.
- I. The School conducts all lotteries through a method of random selection.
- J. If an admitted student un-enrolls, any siblings of that student will be removed from the sibling preference wait list and will be moved onto the general wait list according to their original general waiting list position.
- K. If a staff member is no longer employed, any staff children will be removed from the staff preference wait list and will be moved onto the general wait list according to their original general waiting list position.
- L. Students enrolled in Modern Montessori Charter School's fee-based instructional preschool program will not be given priority enrollment to Modern Montessori Charter School unless the student meets other qualifying criteria listed in sections (E) and/or (F) above.

#### IV. GENERAL ADMISSION PROCEDURES

- A. Order of Admission: Siblings of Already Enrolled Students, then Children of Staff Employed at the School, then Siblings of Already Admitted Students then General Admissions.
- B. No waiting list carry over from year to year: Each waiting list is subject to a lottery and redrawn during each admission process each year.
- C. Multiple births (twins, triplets, etc.): Each student seeking admission completes an application (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.
- D. Lottery Grade Order: Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades K and 3, the grade 3 lottery is conducted first, followed by the K lottery.

#### **The Board reminds interested applicants of the Order of Admissions for Available**

**Enrollment/Seats:** Siblings of Already Enrolled Students, then Children of Staff Employed at the School, then Siblings of Already Admitted Students, then General Admissions according to the enrollment and lottery policy.

**Legal References:** Minn. Stat. § 124E.11  
Minn. Stat. § 363A.13