



Partnership Academy Enrollment and Admissions Policy # 510

Revised: 11/17/16

I. PURPOSE:

The purpose of this policy is to define the parameters that Partnership Academy will use in admitting students to their school.

II. ADMISSION POLICY STATEMENT:

This policy establishes guidelines for admission into Partnership Academy that are developed in accordance with Minnesota Statute 124E.11 and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS:

A. Nondiscriminatory Admissions Policy Statement:

Partnership Academy is a tuition-free public school created by parents, educators, and community leaders. As a public Minnesota charter school, Partnership Academy is open to all students in the metro area and will not limit the admission of any student on the basis of disability, race, creed, gender, national origin, religion, ancestry, athletic ability, or intellectual aptitude or achievement. Partnership Academy uses non-discriminatory processes and actively recruits a diverse student population from the communities being served.

B. Admission Requirements:

Partnership Academy is a public school and must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building pursuant to state law. When capacity is exceeded, students will be accepted by lot and admitted as further described in this policy.

C. Students Currently Enrolled in Partnership Academy:

Children previously enrolled at Partnership Academy maintain their enrollment at Partnership Academy unless the student has formally withdrawn or been expelled from the school.



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D. *Required Admission Preference:*

Partnership Academy will give preference for enrollment during open enrollment to siblings of an enrolled student, including a foster sibling, provided there is space in the requested grade. If the number of siblings applying for a particular grade is greater than the number of available spaces, those names must be entered into a lottery. After spaces are filled through the lottery process, any remaining names must still be drawn in order to establish the sibling waiting list for that grade. Siblings will have priority over children of employees and the waiting list generated from the general lottery.

E. *Children of Employees:*

Children of employees who submit applications during the open enrollment period will be automatically admitted provided there is room in that grade after siblings have been admitted. If necessary, children of employees may be entered into a lottery and admitted in the order in which their names were drawn. After spaces are filled through the lottery process, any remaining names must still be drawn in order to establish the children of employees' waiting list for the grade. Children of employees will have priority over the general waiting list.

F. *Children who are Homeless:*

The McKinney-Vento Homeless Assistance Act, reauthorized in December 2015, ensures educational rights and protections for children and youth experiencing homelessness. Partnership Academy provides immediate enrollment for students experiencing homelessness and they may apply at any time.

IV. NEW STUDENT ENROLLMENT:

New student enrollment will begin on January 1st of each year. A completed application form must be received by March 15th to be considered for placement. A lottery will occur if the number of enrollment applications received exceeds the number of board approved openings (28 students per class).

V. KINDERGARTEN REGISTRATION:

- A. Kindergarten registration will begin on January 1st of each year. To be considered for placement, kindergarten candidates must be 5 years old by September 1st of the upcoming school year.



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- B. Incoming kindergarteners that have a sibling currently enrolled at Partnership Academy will have priority for enrollment. A lottery will only occur if the number of incoming kindergarteners exceeds the cap.

VI. EARLY ENROLLMENT OF KINDERGARTEN STUDENTS:

- A. Partnership Academy may admit persons who turn five (5) years old after September 1st and on or before October 15th into Kindergarten.
- B. All new applicants for early child entrance will attend Kindergarten Round-up over the summer preceding kindergarten.
- C. Partnership Academy staff will follow up with applicants' parent/guardian to answer a research based survey created by www.isyourchildready.com that will assess language, social, emotional, cognitive and motor development.
- D. If the child meets the necessary kindergarten readiness expectations according to the parent survey, a school administrator will schedule an observation for the child during the first two weeks of school.
- E. Kindergarten early entrance applicants will be observed during the first two weeks of class in the kindergarten environment. The observation team composed of school administrators and kindergarten teachers, will conduct an assessment using the Minnesota state guidelines to determine if the child meets the expected levels of social and emotional maturity, self-regulation, language skills, and fine motor skills to succeed in a Partnership Academy's kindergarten class.
- F. Once the assessment is complete the school administrators will contact the parents/guardians within one week to inform them if their child has been admitted for early kindergarten entrance.
- G. Teachers will use developmentally appropriate tools that meet the state standards to assess the academic and character development progress of early entrance



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kindergarten scholars over the course of the year. This progress will be communicated to parents each quarter.

- H. Early entrance to kindergarten enrollment is probationary until the end of the second quarter of the school year.
- I. Partnership Academy staff will notify the parent/guardian by the end of the second quarter if the child is recommended to:
 - Continue in kindergarten; or
 - Withdraw for the remainder of the school year and return for kindergarten the following fall.
- J. Because Partnership Academy is a free, choice public school, all applications as allowed by Minnesota statute will be enrolled as outlined in the General Enrollment Provisions.

VII. LOTTERY PROCESS:

- A. Each grade's general lottery may only include the names of individuals who have submitted complete applications. Names are selected through random selection and no identifying information should be visible to lottery officials. Applicants are admitted in the order in which their names are drawn until that grade's enrollment quota is met. All applicant names must be drawn. Names drawn after the quota is met must remain on the waiting list.
- B. Applications received after the open enrollment period ends (March 15) are admitted provided there is space in that grade. Once each grade level's quota is filled, additional applicants are placed on a waiting list in the order in which their completed paperwork is received. A waiting list remains in place until the end of the academic year for which those applications were submitted. Once admitted, a student is considered enrolled each subsequent year.

VIII. LEGAL REFERENCES:

- A. Minnesota Statute 124E.03 Charter School – Applicable Law
- B. Minnesota Statute 124E.11 Charter School – Admissions Requirements & Enrollment
- C. Minnesota Statute 121A.40 – 121A.56 Pupil Fair Dismissal Act
- D. Minnesota Statute 120A.22 Compulsory Education