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*Policy 101
Orig. 2014
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101 ENROLLMENT

1. PURPOSE

- 1.1. The purpose of this policy is to ensure equal opportunity open enrollment for Aurora Charter School students and to follow MN Statute 124D.10.Subd.9 Admission requirements.

2. CURRENTLY ENROLLED STUDENTS

- 2.1.1. Students who are currently enrolled at Aurora Charter School will indicate their intent to return during by the last school day of February each year.
- 2.1.2. If parents indicate that their child(ren) will be returning to school in the autumn, those students will be automatically enrolled for the upcoming school year.

3. PRESCHOOL REGISTRATION

- 3.1.1. Preschool registration will begin during the first week of March each year.
- 3.1.2. To be considered for placement, Preschool candidates must be 4 years old by September 1st of the upcoming school year.
 - 3.1.2.1. A student may be admitted at the age of 3 if approved by the Director.
- 3.1.3. A completed application, birth certificate, and immunization form must be completed and turned in to the office by the end of February.
- 3.1.4. Siblings of current ACS students will be given priority for enrollment.
- 3.1.5. A lottery will occur for placement for the remaining available placements until each class reaches its maximum of 20 students.

4. KINDERGARTEN REGISTRATION

- 4.1.1. Kindergarten registration will begin at the beginning of March each year.
- 4.1.2. To be considered for placement, kindergarten candidates must be 5 years old by September 1st of the upcoming school year.
- 4.1.3. Siblings of currently enrolled students and the children of staff members will be given first priority for enrollment.
- 4.1.4. A lottery will occur to fill the remaining available placements until each class reaches its maximum capacity.

- 4.1.5. For all new kindergarten candidates, a completed application, birth certificate, and immunization record must also be completed and turned in to the office by the end of March.
- 4.1.6. We strongly encourage preschool screening. All new incoming kindergarteners will take a kindergarten pre-assessment that will be administered by Aurora Charter School staff.

5. NEW STUDENT ENROLLMENT

- 5.1.1. New student enrollment will begin on the first school day of March.
- 5.1.2. A completed application, birth certificate, and immunization record must be turned in to the office to be considered for placement.
- 5.1.3. Siblings of currently enrolled students and the children of staff members will be given first priority.
- 5.1.4. A lottery will occur to fill the remaining available placements until each class reaches its maximum capacity.
- 5.1.5. Because Aurora Charter School is a dual-language school, all students complete a Home Language Questionnaire, which is included in the application and is used to determine ESL services.

6. LOTTERY PROCESS

- 6.1.1. A general lottery will be conducted in March after the office determines how many students will be accepted for the upcoming school year.
- 6.1.2. After the lottery, students who are not accepted in the grade level for which they have applied will be placed on a waiting list, and the order for the waiting list will be determined by lottery number. As openings become available, students will be contacted and placed.
- 6.1.3. Applications completed after the last school day in February will be placed on the end of the waiting list.
- 6.1.4. The waiting list will expire at the end of the school year for which the student applied, so students who want to remain on the waiting list for the following school year must re-apply every year.

7. PLACEMENT

- 7.1.1. No student will be considered for placement until all application materials are completed and turned in to the office.
- 7.1.2. Aurora Charter School staff will use completed registration information to determine the appropriate placement for the student.