



KIPP MINNESOTA ADMISSIONS POLICY WITH LOTTERY

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at KIPP Minnesota so that families will have information to make decisions regarding their children's school enrollment.

II. POLICY STATEMENT

This policy establishes guidelines for admission into KIPP Minnesota that are consistent with the admission requirements of Minnesota Statutes §124D.11 and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS

A. KIPP Minnesota is a public school and pursuant to state law, 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. When that occurs, students will be accepted by lot and admitted as further described in section VI.

B. Before admitting a student on the lottery list, KIPP Minnesota shall give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil's parents or guardians.

C. Before accepting students by lot, KIPP Minnesota will give preference to enrolling children of the school's staff before accepting other pupils by lot.

D. KIPP Minnesota shall not discriminate against any student based on race, color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.

E. KIPP Minnesota 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 admitted.

F. Notwithstanding any other provision of this policy to the contrary, in compliance with the requirements of the Minnesota Department of Education and with the 2011 settlement agreement in *ACLU v. TiZA, et al.* litigation, KIPP Minnesota shall not select students based on religious preference.

G. KIPP Minnesota will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student unless required to do so by Minnesota's Pupil Fee Law.

IV. APPLICATION AND ENROLLMENT PROCEDURES

A. Interested families will submit applications up until 4:00 p.m. on February 28. The board of directors may change the deadline for applications for the next school year by resolution without changing this policy.

B. Formal recruitment of incoming students will begin before or during November of each year. The school will encourage families to meet with the faculty, staff and/or board members to discuss the value of KIPP Minnesota, and its expectations of students and their families.

C. 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 or this policy, and (b) all other applicants. 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, and then proceeding to the non-preference applicants.

1. This lottery will be held no later than the first Monday after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.

2. Notice of the lottery will be made public via website and local news outlets.

V. LOTTERY

A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.

- B. Siblings of currently enrolled students will be given first priority. 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.
- C. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.
- D. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from KIPP Minnesota, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. 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.

VI. STUDENT RECRUITMENT ACTIVITIES

- A. KIPP Minnesota shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.
- B. In accordance with its marketing strategy, KIPP Minnesota may use the measures below, among others, to recruit student applicants.
 - 1. Post flyers and notices in local newspapers and/or blogs and online newspapers.
 - 2. Post the admissions policy and application (available for download) on the school's website.
- C. KIPP Minnesota will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VII. KINDERGARTEN AND FIRST GRADE ADMISSIONS

- A. KIPP Minnesota does not accept applications for kindergarten students who are not age five on or before October 31st of the calendar year in which the school year for which the student seeks admission commences.

B. KIPP Minnesota does not accept applications for first grade students who are not age six on September 1 of the calendar year in which the school year for which the pupils seeks admission commences or has completed kindergarten.

Legal References: Minn. Stat. §124D.11 subd. 9 (Admission Requirements)
Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees)

KIPP follows Minnesota Statutes 124E.11 in its enrollment practices. The text of the law is provided below.

(a) A charter school, including its preschool or prekindergarten program established under section 124E.06, subdivision 3, paragraph

(b), 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, including its preschool or prekindergarten program established under section 124E.06, subdivision 3, paragraph (b), 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 website, 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. A charter school that is located in Duluth township in St. Louis County and admits students in kindergarten through grade 6 must give enrollment preference to students residing within a five-mile radius of the school and to the siblings of enrolled children. A charter school may give enrollment preference to children currently enrolled in the school's free preschool or prekindergarten program under section 124E.06, subdivision 3, paragraph (b), who are eligible to enroll in kindergarten in the next school year.

(d) A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on October 31 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) 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 website a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c).

(e) Except as permitted in paragraph (d), a charter school, including its preschool or prekindergarten program established under section 124E.06, subdivision 3, paragraph (b), 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.

(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 prekindergarten 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).