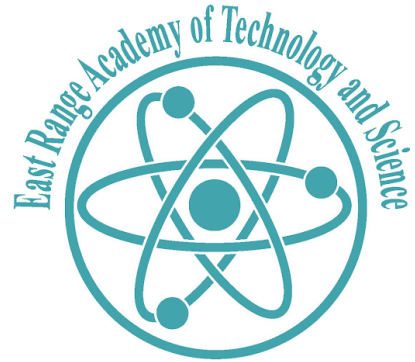


Board Policy
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Adopted: April 2014

Revised: June 2023

Enrollment and Lottery Policy

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at East Range Academy of Technology and Science so that families will have information to make decisions regarding their children's school attendance.

II. POLICY STATEMENT

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

III. LIMITATIONS ON ENROLLMENT

Pursuant to MN Stat. §124E.11(a), East Range Academy has limited eligible pupils to:

1. Students within grades 9-12;
2. Residents of a within a 30-mile geographic area in which the school is located.

IV. GENERAL ENROLLMENT PROVISIONS

- A. East Range Academy 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 capacity is reached, students will be accepted by lot and admitted as further described in section VI.
- B. East Range Academy shall give preference for enrollment to siblings of an enrolled student and to a foster child of that student's parents.
- C. East Range Academy will give preference to enrolling children of the school's staff before accepting other students by grade level.
- D. East Range Academy 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. East Range Academy 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 accepted.
- 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, East Range Academy shall not select students based on religious preference.
- G. East Range Academy 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.
- H. 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.

V. APPLICATION AND ENROLLMENT PROCEDURES

- A. Interested families will submit applications up until the lottery date or determined deadline. The board of directors may change the deadline for applications for the next school year by resolution without changing this policy.
- B. Students may apply to enroll up to two weeks after an academic quarter begins. The school calendar showing each quarter's start date is published on the school website. Enrollments will be limited during Quarter 4 based upon the academic program requested and/or administration discretion.
- C. East Range Academy will accept applications for admission approved grade levels for which up to 45 students will be accepted per grade level or as determined by staffing levels. The board of directors may increase one or more grades' capacity, as long as school-wide capacity of 210 students or 165 ADM is maintained, by resolution and without changing this policy prior to the date on which applications close.
- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of three lists by grade:
 - (a) a preference list of students given first priority to siblings or foster children of the student's parents,
 - (b) second priority of staff children,
 - (c) all remaining students.All lists will be randomized and offers of enrollment will be made to students in the order in which they are listed for each grade until grade levels are full.
- E. Notice of the lottery will be made public via website, local news outlets, or other means deemed necessary.

VI. 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/Fosters 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 randomly selected by grade level 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 general waiting list.
- D. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in order for the remaining seats available.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from East Range Academy, 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.

VII. STUDENT RECRUITMENT ACTIVITIES

- A. East Range Academy shall actively promote 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, East Range Academy 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. East Range Academy will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.