

*Adopted: 02/17/14*  
*Revised: 06/23/25*

*New Discoveries Montessori Academy Policy 542P*

## **542P ENROLLMENT**

### **I. PURPOSE**

A charter school may limit admission based on certain criteria, as stated in the Minnesota State Statutes, section 124E.11.

### **II. GENERAL POLICY AND PROCEDURES**

#### **Open Enrollment Deadline**

All applications for enrollment to New Discoveries Montessori Academy (NDMA) to be included in the lottery for the upcoming school year must be received by the school no later than March 1 each year. All applications will be marked according to date received.

#### **Beginning a New Program**

When initiating a new program at NDMA, the school 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. Deadlines for application to the newly established program may differ from the March 1<sup>st</sup> timeline in the initial year of implementation.

#### **Enrollment Preference Policy (according to MN Statute):**

Preference for possible enrollment will be acknowledged and given first to siblings of students currently enrolled and in attendance at NDMA. Siblings include:

- Any child of a family unit related biologically, by marriage or adoption to one or both parents.
- Any child in placement within a foster-care situation.

Next preference will be given to any child currently enrolled in the school's preschool who is eligible to enroll in kindergarten in the next school year, and any child of an employee of NDMA whose employment is stipulated in advance to total at least 480 hours in a school calendar year at the time of the lottery. Enrollment preference is given to a Minnesota resident pupil over pupils that do not reside in Minnesota.

#### **General Lottery**

A completed Application is required in order to be included in the annual lottery and/or placed on the waiting list (see *Exceptions to the Lottery Process*)

The lottery for all grades preschool through eighth grade will be held every March 15<sup>th</sup> (or the next school day if scheduling conflicts occur) to determine placement for the following school year. (see *Exceptions to the Lottery Process*.) On that date, all existing and newly received (as of March 1<sup>st</sup>) applications, after being

sorted by grade level, will be assigned a computerized, random number and placed sequentially by each grade to comprise the waiting list from which to fill the next year's class openings. Preference will be given to siblings and children of employees within the school according to MN Statute. This process will be overseen by at least three of the following people: one person from administration, one classroom teacher, and one board member. All witnesses will sign a form certifying the lottery results and process, which will also be certified by the NDMA Board of Directors.

Students qualifying for preference, any time after the lottery, who were included in the lottery, will be placed by their lottery number in the "preference section" of that grade's waiting list. Students qualifying for preference after the lottery was held who had not submitted an Enrollment Application (and have therefore not been assigned a lottery number), must submit a completed Enrollment Application before being placed at the bottom of the "preference section" for that grade of the waiting list.

Annual lottery results will be published on the school website with the following unique non-identifiable pieces of data to include (1) the student first name, (2) parent/guardian first names, (3) the last two digits of the home phone number, (4) applicant grade, (5) lottery number, and (6) initial waiting list position. *Note: As students from the list are offered admittance and/or become enrolled, positions on the lists will be adjusted accordingly. Updates to the list on the website will be made at the discretion of the school.*

Waiting list will remain in place for one school year. Students will need to re-apply each year by the March 1<sup>st</sup> deadline to be included in the next year's lottery process. A student who does not reside in Minnesota must apply annually. Siblings and children of NDMA employees will continue to receive preference as allow by statute.

Former students who have withdrawn and requested to remain on the waiting list will be subject to the same policies and lottery process. Attempts will made to fill all openings for the upcoming school year between March 1<sup>st</sup> and May 15<sup>th</sup>. Subsequent openings will be filled as they become available. All enrollment decisions are contingent upon meeting the school's budget requirements.

The **Waiting List** for NDMA is intended for the sole purpose of enrollment and distribution of information deemed appropriate by NDMA to be of interest to these parties. NDMA will not sell, distribute or otherwise disseminate waiting list information. NDMA will not use this list for solicitation purpose other than to gather interest and involvement in those things related to enrollment, expansion or related interests at NDMA.

### **Enrollment of New Students**

Openings for three-year-old through grade eight will be filled on a grade-level basis. Administrative designee will contact the first student on that grade's waiting list who has not already been contacted for the current school year. Any student who has already declined an offer for admittance for the current school year, but has requested to remain on the list, will be skipped for the rest of the current year.

Administrative designee will be notified when a position is open once the school receives a withdrawal from or confirmed enrollment form another school/district.

When accepting a position, the following must be discussed with the parent/guardian: The student's start date (*not to exceed ten school days from offering date, unless otherwise noted by the school*): grade level, transportation needs and siblings who may be on the waiting list or want to be added to the waiting list.

Once a student has been enrolled, the parent/guardian must provide the name of the student's current school

so that NDMA staff can request the student's records and inform staff if the student is on an Individualized Education Plan (IEP) or receiving special education services.

Home school students will need to provide documentation that lists items such as the names of the classes, the amount of time studied, and the grades received.

Students enrolled list will be updated by the Administrative Assistant. The Waiting List must be updated by removing the enrolled student's name, moving any newly qualified student to the preference section of that grade level's waiting list and moving any current siblings who may have lost preference by a sibling's withdrawal, to the bottom of the waiting list or according to their lottery number. Students who gain sibling status after a sibling has been enrolled must also be moved up to the sibling section of the waiting list according to their original lottery number. This would be the case for any student of a teacher hired in the middle of the school year as well.

A Minnesota resident student is enrolled until that student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act .

### **Enrollment Limits**

The Administrative Assistant, as directed by administration, will ensure that enrollment does not exceed the maximum/grand total count as determined by NDMA's Board of Directors – without coming back to the Board of Directors for approval. The maximum enrollment for NDMA is 280 and not to exceed 20 students per classroom in Children's house (including preschool), 27 students per classroom in E1, 30 students per E2 classroom, and 30 students per middle school level classroom.

Grade Level	Ideal # of students per grade level
Preschool	36
K	24
1	24
2	24
3	24
4	27
5	27
6	27
7	27
8	27
	267

Parent/guardian notification of an enrollment opening will be by phone, or by letter, if there is not confirmation of the call by the parent/guardian within 24 hours. It is the parent's responsibility to update the school with current contact information. The parent will have 4 calendar days from the day that phone contact is made or that the letter is mailed to contact the Administrative Office and enroll, withdraw or decline and be moved to the bottom of the list. If there is no response, the Administrative Office will move the name to the bottom of the list with a note indicating "No Response" and the date contacted. The opening will then be offered to the next student on the list.

If the parent/guardian responds after the opening has been filled, the student name may be moved back up on

the list according the previous lottery number placement. They would become the next to be offered a position if one becomes available.

In order to have all students enrolled by the first day of school the Administrative Office may use discretion during the last two weeks prior to the start of school with regard to the time allowed for families to make their decision to enroll. The timeline will not be less than two business days from the time that the Administrative Office has attempted to contact the family.

### **Student withdrawal Procedure**

When a student withdraws from NDMA, a Withdrawal Form should be completed and returned by a parent/guardian, routed to the Administrative Assistant and placed in the student's cumulative file.

The class and student withdrawal lists will be updated by the Administrative Assistant. The Waiting List will also be updated. If the parent/guardian elects for their child to "Remain On List," the withdrawing student will drop to the bottom of the Waiting List, and any siblings on the list will be moved to the non-sibling section of the list (based on their assigned lottery number), unless one or more siblings remains enrolled at NDMA.

### **Non-Discrimination**

NDMA does not discriminate on the basis of race, color, national origin, age, disability, gender, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs.

*Legal References:* Minn. Stat. 124E.11 Charter Schools Admission Requirements and Enrollment