

Policy Number: 509

Adopted:

Revised: 12.12.2025



Midway Star Academy Admissions and Lottery Policy

Purpose: The purpose of this policy is to set forth admission and enrollment procedures that Midway Star utilizes.

Admission Limitations:

- A.** Midway Star Academy may limit admission to pupils within an age group or grade level.
- B.** Midway Star Academy shall comply with the Minnesota Human Rights Act, which prohibits institutions from discriminating against students based on a protected class including race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability.
- C.** Charter schools must disseminate information about the school's offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students at risk of academic failure, and students underrepresented in the school's student body relative to Minnesota's population. The school must document its dissemination activities in the school's annual report. The school's dissemination activities must be a component of the authorizer's performance review of the school.

ENROLLMENT

- A.** Midway Star Academy 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. Midway Star Academy must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot.
- B.** Admission to a charter school must be free to any eligible pupil who resides within the state. A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota. A charter school must require a pupil who does not reside in Minnesota to annually apply to enroll in accordance with Minnesota Statutes, section 124E.11, paragraphs (a) to (f).
- C.** Midway Star Academy must give enrollment preference to a sibling of an enrolled pupil and to a 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 staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.
- D.** A person may not be admitted to Midway Star Academy (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 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 A and B.

- E. Except as permitted in paragraph D, Midway Star 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. Midway Star 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 who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school's free preschool or prekindergarten program under Minnesota Statutes, section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in Minnesota Statutes, sections 121A.40 to 121A.56.

Lottery Process

(1) Annual Procedure of Board:

a. Establishes by October 1st the open enrollment period applicable to the following school year's admissions.

b. Publishes by October 1st:

i. Midway Star's enrollment application applicable to the following school year, and

ii. This Admissions and Lottery Policy.

c. Establishes and publish by February 1st the Available Capacity by Grade form applicable to the following school year. The available capacity by grade will be established as a set number for each grade.

(2) Notice to Parents of Currently Enrolled Students and Staff Employed at the School: Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment period to parents of currently enrolled students and staff so that siblings of currently enrolled students and children of staff may submit a timely application.

(3) Application Processing: One application must be submitted for each student (including siblings from multiple births.). Each enrollment application received is date-stamped for record keeping. There is no application or waiting list carryover from year to year. Applicants must submit a new application during each open enrollment period (once a year).

(4) Admission for Applications Received During Open Enrollment: All applications received during the open enrollment period are automatically admitted) unless more applications are received than the available capacity established by the Board for the

applicable grade(s). In this situation, siblings of currently enrolled students and children of staff employed at the school are admitted and all other submitted applications for such grade(s) are placed in the lottery.

(5) General Lottery: If the number of applications received during the open enrollment period exceeds the available capacity established by the Board for any grade (and after siblings of enrolled students who submitted timely applications are already admitted, and after all children of staff employed at the school who submitted a timely application are already admitted), the school conducts a general lottery. All applications for each grade(s) (excluding applications from siblings of already enrolled students and excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available capacity as determined by the Board for the applicable grade(s). If all available capacity in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted once the student becomes an enrolled student.

(6) Admission for Applications Received Outside of Open Enrollment:

a. A student who submits an application outside of the open enrollment period is automatically admitted as long as there is available capacity in the applicable grade as established by the Board in the order received. If, or once, there is no available capacity in any grade, applications are added to the applicable waiting list for each such grade in the order received. Applications by siblings of current students and children of staff employed at the school are admitted. The parents/guardians of a student seeking admission pursuant to this provision will be strongly encouraged to meet with the school's Principal before admission to discuss enrollment expectations, transportation needs, the child's start date, and siblings who may be on the waiting list or want to be added to it.

b. Parent/guardian notification of an enrollment opening (for a student on the lottery waitlist or a lateral entry) will be by letter. Procedures and timing for response to the offer of enrollment will be provided in the letter. Students who decline will be removed from the waiting list. A failure to respond to the offer of enrollment within the time period stated in the offer letter constitutes a decline, and the student will be removed from the waiting list. It is the responsibility of parents/guardians of students on wait lists to keep Midway Star informed of current contact information. Once the decision has been made to enroll, the parents/guardians must provide the current report card or transcript from the student's previous school and inform staff if the student is receiving services on a 504 plan or receiving special education services.

(7) Midway Star conducts all lotteries through a method of computerized random selection.

(8) Midway Star 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.

(9) 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.

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)

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Minn. Stat. § 124E.17 (Charter School Information)

Minn. Stat. § 363A.13 (Educational Institution)