

Revised: 2/27/2024
Approved 10/26/2021

Gateway STEM Academy APPLICATION AND ENROLLMENT POLICY

I. PURPOSE

The purpose of this policy is to explain enrollment and admissions at Gateway STEM Academy so that families may make enrollment decisions in an informed and timely manner.

II. GENERAL STATEMENT OF POLICY

Gateway STEM Academy may not limit admission to pupils on the basis of gender, race, intellectual ability, measures of achievement or aptitude, religious preference, or athletic ability. Gateway STEM Academy is a public school and is required to enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. When that occurs, we will conduct a lottery to determine the class rosters and order of the waitlist(s) by grade level. Gateway STEM Academy will give enrollment preference to a sibling of an enrolled student and to a foster child of that student's parents and then to children of School staff before accepting other pupils by lot.

All practices will comply with MN statute 124E.11. (Below is quoted 124E.11 sub (a)-(b)-(c))

MN Statute 124E.11 ADMISSION REQUIREMENTS AND ENROLLMENT

(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.

III. APPLICATION AND ENROLLMENT PROCEDURES

An application is considered timely if it has been marked as "received" in the main office or submitted online before the end of the enrollment period.

Each school year, the Board:

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

publishes including on its Web site by 1 October the school's enrollment application and process applicable to the following school year.

Application requests: All applications received by the enrollment deadline will be equally considered. For any grade level where there are more applicants than spaces available, Gateway STEM Academy will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Students who submit applications after the enrollment deadline will be admitted if there are any remaining openings, or added to a waiting list. Applicant priority will be based on the order the applications are received.

Lotteries: Gateway STEM Academy conducts all lotteries through a method of random selection. The Lottery will be held no later than the first Monday After student application deadline

The Lottery Grade Order: Applicable lotteries occur from highest grade to lowest grade.

Preferences. Preferences: Siblings of currently enrolled students, who submit an application by the deadline will receive enrollment preference. In the event that Gateway STEM Academy has more applicants than open spaces at any grade level, Gateway STEM Academy will conduct a lottery among all of the sibling applicants to determine enrollment for that grade. Siblings who are not chosen in the lottery will be placed on a waiting list, weighted by preference. Then, children of School staff who submit an application by the deadline will receive preference for enrollment. In the event that the School has more children of staff applicants than open spaces at any grade level, the School will conduct a lottery among all of the children of staff applicants. Children of staff who are not chosen in the lottery will be placed on a waiting list, weighted by preference after the siblings of students currently enrolled.

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 the legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.

Waiting Lists. No waiting list will carry over from year to year. Each waiting list is subject to a lottery and redrawn during each admission process each year.

A student is considered enrolled until formal withdrawal or expulsion under the Pupil Fair Dismissal Act

APPLICABLE STATUTES

Minnesota Statutes §124E.11