

The Arts & Science Academy
Student Admission Policy
Adopted: January 30, 2014

Arts and Science Academy Admission Policy

(1a) The Art and Science Academy will enroll all eligible students submitting a timely application without regard to ability, race, religion, or any other factors except: (1) Program capacity (2) classroom or grade level capacity, or (3) building capacity. In the event that the number of applications received by the school exceeds the program and classroom capacity, the Arts and Science Academy will develop a waiting list reflecting the order in which student names are drawn by a lottery process outlined in Minnesota Statutes 124D. As openings occur by grade level, admissions will be determined by the order in which the student names are listed on the established waiting list. Students who apply after the lottery drawing has taken place and waiting list has been established will be placed on a separate list by order of their application date and will be given the opportunity to enroll accordingly only after students placed on the lottery waiting list have been provided an opportunity to enroll.

Preference will be given only to a sibling of an admitted student and to children of teaching staff. Establishing annual open enrollment period

The Arts and Science Academy Board of Directors shall establish and publish by December 1:

1. The open enrollment period applicable to the following school year's admissions
2. The Academy's enrollment application for the following school year
3. ASA Admissions and Lottery Policy.

(1b) Notice to Currently Admitted Students & Teachers Employed at the School: Prior to the beginning of the open enrollment period

The Arts & Science Academy will provide notice of the open enrollment period to parents and staff so that siblings of currently admitted students and children of staff may submit a timely application.

(1c) Currently Admitted Students – Intent to Return:

Prior to the beginning of the open enrollment period, the school will ask families to complete an "Intent to Return" form.

(1d) Application Processing.

Each enrollment application received is date-stamped and also; either time-stamped or; sequentially stamped by number designating the order in which applications were received for each such date.

(1e) Admissions.

All applications received during the open enrollment period shall be accepted for enrollment unless the number of applications received exceeds the available enrollment established by the Board for the applicable grade(s). In this case, all submitted applications for such grade(s) are placed in the lottery; however, siblings of currently admitted students and children of staff employed in school have preference.

Establishing a wait list based on a lottery process

The School conducts all lotteries through a method of random selection. Waiting lists are re-drawn during the admission process each year. An application must be completed for each student seeking admission.

(1f) Siblings of Admitted Students:

Siblings of currently admitted students who submit an application before the expiration of the open enrollment period, shall be automatically admitted unless the number of sibling applications received exceeds the available enrollment established by the Board for the applicable grade(s).

If the number of sibling applications exceeds the available enrollment in any grade level, a sibling lottery is held for each applicable grade. Siblings are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled (by siblings), the sibling lottery continues and a sibling waiting list will be established. The sibling waiting list, will have preference over both the staff-children waiting list and the general waiting list.

(1g) Children of Teachers Employed at The Arts & Science Academy:

Children of teachers employed at the school who submit an application before the expiration of the open enrollment period, shall be automatically admitted provided that all siblings (of already admitted students) who submitted a timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s).

If the number of applications submitted by children of staff exceeds the available enrollment established by the Board for any grade (and after all siblings of admitted students who have submitted a timely application are admitted), a teacher-children lottery is held. Children of teachers are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by children of teachers, the teacher-children lottery will

continue for the purpose of establishing a teacher-children waiting list for each applicable grade.

(1h) General Lottery:

After the sibling waiting list and the teacher-children waiting list has been eliminated (in that order), the school will school will conduct a general lottery if the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade. All applications for each applicable grade(s) (excluding siblings of enrolled students and children of teachers) received before the expiration of the open enrollment period shall be included in the general lottery. Students shall be admitted to the school in the order in which they are drawn in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s). If enrollment in any grade is filled, the lottery shall continue for the purpose of establishing the general waiting list for each such grade in the order drawn. This process shall continue until all applications are drawn.

If a student who is admitted through the general lottery has one or more siblings in other grades also subject to a lottery, those siblings shall be automatically admitted provided available enrollment as determined by the Board remains in the applicable grade(s).

(1i) Applications received after the open enrollment period ends

Student applications received after the open enrollment period ends shall be automatically admitted in the order received, provided there is available enrollment as established by the Board in the applicable grade. If there is no available enrollment in any grade, applications are added to the applicable waiting list for each such grade, in the order received.

The Art And Science Academy will enroll eligible students through January of each year. This practice helps ensure available seats for students applying within the open enrollment period.

ASA adheres to all state laws, including the Minnesota Human Rights Act, Minnesota Statutes, Sec . 363A.13