

*Adopted:*

*Reviewed: September 13, 2024*

## UBAH ACADEMY

### **Admissions and Enrollment (509)**

#### **I. PURPOSE**

The purpose of this policy is to explain how Ubah Academy will decide whom to enroll as pupils of the school.

#### **II. GENERAL STATEMENT OF POLICY**

Ubah Academy follows Minnesota Statute 124E.11 in its enrollment practices. The text of the law is as follows and more information can be found by visiting:

<https://www.revisor.mn.gov/statutes/cite/124E.11>

#### **III. ADMISSION LIMITATIONS**

- 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. The charter school shall comply with the Minnesota Human Rights Act, which prohibits educational 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.

#### **IV. ENROLLMENT**

- A. The charter 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. 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.

- 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. A charter school must 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. 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. Except as permitted in paragraphs D and I, a charter school 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.
- E. The charter school or any agent of the school must not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.
- F. 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, 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 in Minnesota Statutes, sections 121A.40 to 121A.56.
- G. A charter school with at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf or hard-of-hearing may enroll prekindergarten pupils with a disability under section 126C.05, subdivision 1, paragraph (a), and must comply with the federal Individuals with Disabilities Education Act under Code of Federal Regulations, title 34, section 300.324, subsection (2), clause (iv).
- H. A charter school serving at least 90 percent of enrolled students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing may give enrollment preference to students who are eligible for special education services and have a primary disability of deaf, deafblind, or hard-of-hearing. The charter school may not limit admission based on the student's eligibility for additional special education services.

## **V. PROCEDURES**

- A. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and on the school's website. Information regarding Minnesota Statute 124E.11 will also be included.
- B. On a yearly basis, Ubah Academy will inform the public of the deadline for submitting enrollment forms to apply for admission for the following school year.

- C. Ubah Academy will publish the date of an initial annual lottery for admission for the following school year on an as-needed basis.
- D. The Director and Assistant Director will conduct the lottery on the designated date.
- E. Spaces that open after a class is filled through the initial lottery will be filled by lot from available applicants at the time space is made available.
- F. Families will be notified by mail regarding their child's/ward's status during the admission process.
- G. Information regarding enrollment deadlines and procedures will be published on the school's enrollment forms and on the school's website.

**Legal References:** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
 Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)  
 Minn. Stat. § 124E.17 (Charter School Information)  
 Minn. Stat. § 363A.13 (Educational Institution)

**Cross References:** None

*MSBA/MASA Model Policy 509 Charter  
 Rev. 2024*

### **Lottery Process Addendum**

A Lottery process is used at the beginning of any school year if there are more students who have pre-enrolled than there are spaces for in each grade level, and after the Admission Policy enrollment preferences (sibling, foster child, school staff) have been filled.

UBAH opens its pre-enrollment in Mid-February of the previous school year for which parents are wishing to enroll. UBAH accepts pre-enrollment forms until July 15 prior to the school year starting or until all open student spots per grade level are filled. At that time, if there are more students per grade waiting placement, UBAH will plan a lottery. Parents who have completed an on-time pre-enrollment form will be contacted as to the specific date, time, and location of the lottery, should they wish to attend. **Presence at the lottery is not required to be eligible.**

The lottery will be held in the early part of August to allow families and the district enough time to make transportation arrangements or find other placement should they not be selected during the lottery. Notice of the lottery will also be published on the school's website.

The lottery will be conducted by the School Director & Administrative Team. Student names will be put on slips of paper and randomly drawn until all open spaces are filled. All other names will be placed on the waiting list. Parents will be notified by phone & mail if their child is selected during the lottery if they are not in attendance.

\*The dates listed above may change for each school year and will be posted on the school's website under enrollment information.