

Adopted: _____

Marine Village School Policy # 509

Revised: _____

APPLICATION AND ENROLLMENT POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Marine Village School may not limit admission to pupils on the basis of gender, race, intellectual ability, measures of achievement or aptitude, religious preference, or athletic ability.

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. When that occurs, students will be placed on a waiting list.

Marine Village School 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 Marine Village School staff before accepting other pupils by lot.

III. APPLICATION AND ENROLLMENT PROCEDURES

An application is considered to be timely if it has been marked as "received" in the main office of the school before the end of the enrollment period.

1. The Board establishes by October 1st of each school year the open enrollment period applicable to the following school year's admissions. As soon as this is confirmed it is published on its website with the school's enrollment application and process applicable to the following school year.
2. 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, Marine Village School 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 in the order in which they were received.
3. Lotteries: Marine Village School conducts all lotteries through a method of random selection.
4. The Lottery Grade Order: Applicable lotteries occur from highest grade to lowest grade.
5. Preferences: Siblings of currently enrolled students, who apply by the enrollment deadline, and Foster children residing with current MVS students will receive preference for admission. In the event that Marine Village School has more sibling applicants than open spaces at any grade level, the school will conduct a lottery among all of the sibling applicants who met the deadline to determine admission for that grade. Siblings who are not chosen in the lottery will be placed on a waiting list. Then, children of school staff who submit an application by the enrollment deadline will receive preference for admission. 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 who met the deadline to determine admission for that grade. Children of staff who are not chosen in the lottery will be placed on a waiting list after the siblings and Foster students of a student currently enrolled.
6. 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.
7. Once a student **has accepted enrollment**, the **Student Registration** process may begin. At that time specific questions regarding the student's educational history may be asked.