

POLICY No. 5.1.1
ADMISSIONS & ENROLLMENT & LOTTERY

I. PURPOSE

The purpose of this policy is to outline the application and enrollment and admissions process at Paladin Career & Technical High School so that families may make decisions in an informed and timely manner.

II. POLICY STATEMENT

This policy establishes guidelines for admission into Paladin Career & Technical High School that are consistent with the admission requirements of Minnesota Statutes §124D.10 and other applicable laws.

III. LIMITATIONS ON ENROLLMENT Pursuant to the contract with its authorizer, Paladin Career & Technical High School has limited eligible pupils to:

1. Pupils within 9th - 12th grade and up to age 21. Students beyond 12th grade will be evaluated by the number of remaining credits and allocated time.

IV. GENERAL ENROLLMENT PROVISIONS

- A. Paladin Career & Technical High School is a public school and pursuant to state law, must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further described in section VI.
- B. Before admitting a student on the lottery list, Paladin Career & Technical High School shall give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil's parents.
- C. Before accepting students by lottery, Paladin Career & Technical High School will give preference to enrolling children of the school's staff before accepting other pupils by lot.
- D. Paladin Career & Technical High School shall not discriminate against any student based on race, color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.
- E. Paladin Career & Technical High School shall not seek any information about any applicant that may be used to discriminate against the applicant in either school's

- policies or governing laws This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been admitted.
- F. Notwithstanding any other provision of this policy to the contrary, in compliance with the requirements of the Minnesota Department of Education and with the 2011 settlement agreement in *ACLU v. TiZA, et al.* litigation, Paladin Career & Technical High School shall not select students based on religious preference.
 - G. Paladin Career & Technical High School will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student unless required to do so by Minnesota's Pupil Fee Law.

V. APPLICATION AND ENROLLMENT PROCEDURES

- A. Interested students/families will submit applications up until the last school day in March for the current school year. Applications for the following year will be ongoing unless the number of applicants exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be placed on a waiting list. The lead administrative team may change the deadline for applications for the next or current school year by resolution without changing this policy.
- B. Paladin Career & Technical High School will accept applications for admission to Grades 9th - 12th and up to age 21. The school leadership team may increase one or more grades' capacity by resolution and without changing this policy prior to the date on which applications close.
- C. Formal recruitment of incoming students is ongoing. The school will encourage families to meet with the faculty, staff and/or board members to discuss the value of Paladin Career & Technical High School, and its expectations of students and their families.
- D. If there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. Both lists will be shuffled and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
 - 1. This lottery will be held no later than the first Monday after the school has

exceeded the capacity of the program, class, grade level, or building.

2. Notice of the lottery will be made public via website and local social media outlets.

VI. LOTTERY

- A. 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 legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot each year and then offers of enrollment will be made in the order drawn.
- C. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.
- D. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Paladin Career & Technical High School, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

VII. STUDENT RECRUITMENT ACTIVITIES

- A. Paladin Career & Technical High School shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.

- B. In accordance with its marketing strategy, Paladin Career & Technical High School may use the measures below, among others, to recruit student applicants.
1. Post flyers and notices in local community and/or blogs and online newspapers.
 2. Post the admissions policy and application (available for download) on the school's website.
- C. Paladin Career & Technical High School will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

Legal References: Minn. Stat. §124D.10 subd. 9 (Admission Requirements)
Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees)