

Cosmos Montessori

Enrollment & Lottery Policy

SD. 104 Enrollment and Lottery Policy

Board meeting discussion: April 23, 2019, March 16, 2023, May 18th, 2023, April 25, 2024, August 15, 2024

Board validated: April 23, 2019, March 16, 2023, May 18th, 2023, August 15, 2024

Example Draft of Admissions Policy

Cosmos Montessori is an affiliate of Minnesota Wildflower Montessori School, a tuition free public charter school authorized to serve grades K-8. Three and four year olds at Cosmos Montessori may apply for admission to the fee-based preschool program. Children who will be 5 years old on or before September 1 of the school year, may apply for admission to the tuition free elementary program.

Open Enrollment period

Cosmos Montessori admits students to its tuition free elementary program annually. The Open Enrollment period, defined as the period in which Cosmos Montessori accepts applications for the next school year, for the 2025-2026 school year is the month of January annually (January 1st - 31st). Open Enrollment is determined by the Teacher Leaders using the advice process and will determine the enrollment period, annually with enough time to allow families to plan appropriately for the following year. Teacher Leaders will post the dates of the Open Enrollment Period to the Cosmos website by September 1st of each year.

Preference

As outlined in MN Statute 124E.11, 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 section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56."

Enrollment preference for Cosmos Montessori's elementary program must be given to siblings of enrolled pupil(s) in Cosmos Montessori, foster children of parents of enrolled children, and children of school employees. Students enrolled in Cosmos Montessori's free preschool program and who do not pay tuition are given enrollment preference into Kindergarten. If the number of enrollment preference candidates exceeds the number of slots, Cosmos Montessori will hold an enrollment lottery for those with preference separate from its standard lottery.

Optional enrollment restriction by site:

As provided in MN Statutes 124E.11, subd. a(3), Cosmos Montessori will limit its enrollment to students residing in the geographic boundaries of [insert zip code, school district, or specific street boundaries]. Cosmos Montessori will continue to limit enrollment to these boundaries as long as the majority of its students are members of underserved populations and as long as the number of students enrolling exceeds the number of spaces available by grade.

Lottery (Kindergarten- 8th grade)

If more enrollment applications are received during the Open Enrollment period than available openings at each grade level, students will be admitted by lottery, with preference given to siblings of enrolled pupils, foster children of parents of students enrolled, and children of school employees. To be included in the lottery, guardians must apply before the deadline set by the school. Any students who are not enrolled will be placed on a waitlist. If openings become available, they will be offered to families on the waitlist in the order they appeared on the list. Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act.

Lottery Procedure (Kindergarten - 8th grade)

A completed enrollment application is required for each student in order to be included in the annual lottery and/or placed on the waiting list. The lottery is open to observation by the public and the date will be posted on the website. The individual holding the Enrollment role (or similar) will conduct the lottery to determine enrollment and waiting lists for each grade / age. The school will notify all families that are awarded a spot and that are waitlisted through the enrollment process.

First Come First Served (Kindergarten - 8th grade)

If the Open Enrollment period ends and there are still openings for enrollment, those seats will be filled on a first-come-first-served basis for children whose guardians submit completed applications in the order those applications are received. Once all openings for enrollment are filled, any child whose guardian submits a complete application will be placed on the Waitlist in the order in which their application was received.

Kindergarten Transition

Families who opt not to continue to enroll their child in Cosmos Montessori for Kindergarten, or who are unable to obtain a seat in Kindergarten due to a competitive lottery process, will receive educational materials and coaching from Cosmos Montessori teachers regarding how to support their child in the transition to a new school environment. Parents will be invited to a one-on-one conference with Cosmos Montessori teachers to discuss their Kindergarten plans and their child's unique needs and development. This conference will be an extension of the ongoing, close relationship between parents and teachers described elsewhere throughout this proposal.

Parents' deep involvement in their child's education at Cosmos Montessori will ensure that they are well prepared to support their child's transition to Kindergarten, whether it be within Cosmos Montessori or to another school environment outside of the charter school.

Optional by site:

A kindergartener is a child age five by September 1 of the school year. If a family submits a kindergarten application for a four-year-old, the family must request an evaluation by the school staff when the child's application is drawn in the lottery. We will use a comprehensive evaluation that will be used to help determine the child's cognitive, social and emotional development and the child's ability to meet kindergarten grade expectations, and will be aligned with state kindergarten expectations. We will also utilize a parent report and teacher observation of the child's knowledge, skills and abilities. This will all be documented in official board policy and posted on our website.

Non-Discrimination statement

Per MWMS articles of incorporation, Cosmos Montessori shall admit to the school, students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

No child may or will be denied admission to Cosmos Montessori on the basis of gender, religion, ethnicity, or intellectual or physical ability as required by statute. Students from all backgrounds are encouraged to apply.

Legal References

Minnesota Statute Sections [124E.11](#) and [363A.13](#)