



Policy: 510	<b>ENROLLMENT POLICY</b>
Effective Date:	<b>9/9/2016</b>
Approved by:	Career Pathways School Board
Updated:	<b>11/13/2024</b>

### **Purpose**

The purpose of this policy is to establish the procedures of Career Pathways in making admission decisions in compliance with Minnesota Statutes Section 124E.12, subd. 5

### **Requests for Information**

All interested parties are encouraged to access this information and download forms from the Career Pathways (CPATH) website at [www.cpathmn.org](http://www.cpathmn.org). If no Internet access is available, an enrollment application form can be sent upon request.

Questions about Waiting List status should be directed to the Office Manager. Requests for tours should be directed to the Office Manager.

### **Definitions**

**Parent:** As used in this policy, the term “parent” means a parent, guardian, or other person having legal custody of a child. For a pupil age 18 or over, “parent” means the pupil unless a guardian or conservator has been appointed.

**Enrolled:** A student is considered “enrolled” at CPATH upon their first day of attendance at CPATH.

### **Open Enrollment Deadline**

All applications must be received by the school no later than February 1 each year. All applications will be marked according to the date received by the Front Office Assistant. If CPATH has not reached capacity, students will be admitted on a first come, first serve basis until full.

If CPATH is over capacity at the time of the application deadline, a lottery will be held for all new applicants who submitted their application prior to the deadline of February 1 each year.

## **Enrollment Preference Policy:**

Career Pathways follows state statute for enrollment preference.

“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.” (MN Statutes 2023 124E.11 (c))

## **General Lottery**

A completed enrollment application is required in order to be included in the annual lottery and/or placed on the waiting list.

The lottery for all grade 6 - 12 students will be held each second Wednesday of February (or the next school day if scheduling conflicts occur) to determine placement for the following school year.

On that date, applications received by February 1, applications, after being sorted by grade level, will be assigned a computerized, random number and placed sequentially by each grade to comprise the waiting list from which to fill the next year's class openings. Preference will be given to siblings and children of employees within the school according to MN Statutes 2023 124E.11 (c). This process will be overseen by at least three of the following people: one person from Administration, the Front Office Assistant, and a Teacher not on the school board. All staff witnesses will sign a form certifying the lottery results and process, which will also be certified by the School Board.

Students qualifying for preference, any time after the lottery, who were included in the lottery, will be placed by their lottery number in the “preference section” of that grade's waiting list. Students qualifying for preference after the lottery was held who had not submitted an Enrollment Application (and have therefore not been assigned a lottery number), must submit a completed Enrollment Application before being placed at the bottom of the “preference section” for that grade of the waiting list.

Annual lottery results will be published on the school website with the following unique non-identifiable pieces of data to include (1) the student first name, (2) parent/guardian first names, (3) the last two digits of home phone number, (4) applicant grade, (5) lottery number, and (6) initial waiting list position.

*Note: As students from the list are offered admittance and/or become enrolled, positions on the lists will be adjusted accordingly.*

Waiting list will remain in place for one school year. Prospective students who are not admitted will need to reapply each year by the February 1st deadline to be included in the next year's lottery process. Siblings and children of CPATH employees will continue to receive preference as allowed by statute.

Former students who have withdrawn and requested to remain on the waiting list will be subject to the same policies and lottery process. Attempts will be made to fill all openings for the upcoming school year between February 1st and May 15th. Subsequent openings will be filled as they become available. Once enrollment projections have been met, secondary openings will only be filled at trimester break to

within two weeks into that trimester.

The **Waiting List** for CPATH is intended for the sole purpose of enrollment and distribution of information deemed appropriate by CPATH to be of interest to these parties. CPATH will not sell, distribute or otherwise disseminate waiting list information. CPATH will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at CPATH.

### **Foreign Exchange**

Foreign Exchange students are welcome to be enrolled at CPATH. They will be subject to the same policies for enrollment as all other students and efforts will be made to aid with the additional paperwork that is required.

### **Enrollment of New Students**

Openings for grades 6- 12 will be filled on a grade-level basis. The Front Office Assistant will contact the first student on that grade's waiting list who has not already been contacted for the current school year.

The Front Office Assistant will be notified when a position is open once the school receives a withdrawal form or confirmed enrollment from another school/district. When accepting a position, the following must be discussed with the parent for students under 18 years old: The student's start date (not to exceed ten school days from offering date, unless otherwise noted by the school, such as at the beginning of a trimester); grade level, transportation needs and siblings who may be on the waiting list or want to be added to it.

Once the decision has been made to enroll, the parent/guardian(s) must provide the name of the student's current school so that CPATH staff can request the student's records, and inform staff if the student is on an Individualized Education Plan (IEP) or receiving special education services. This does not affect the student's enrollment and is for planning purposes only.

Home school students will need to provide documentation that lists the names of the classes, the amount of time studied, and the grades received. *Note: CPATH staff may request additional information on courses from parents, if necessary, to determine high school transfer credits and course placement.*

Students Enrolled lists will be updated by the Front Office Assistant. The Waiting List must be updated by removing the enrolled student's name, moving any newly qualified students to the preference section of that grade's waiting list and moving any current siblings who may have lost preference by a sibling's withdrawal, to the bottom of the waiting list or according to their lottery number. Students who gain sibling status after a sibling has been enrolled must also be moved up to the sibling section of the waiting list according to their original lottery number. This would be the case for any student of a staff hired in the middle of the school year as well.

The Front Office Assistant must be notified if the student will be using CPATH transportation.

## **Enrollment Limits**

The Front Office Assistant as directed by the Executive Director, will ensure that enrollment does not exceed the maximum/grand total student count as determined by School Board – without coming back to the School Board for approval. The maximum enrollment for each advisory is no more than 25.

Parent notification of an enrollment opening will be by phone, or by letter, if there is no confirmation of the call by the parent within 24 hours. It is the parent's responsibility to update the school with current contact information. The parent will have 4 calendar days from the day that phone contact is made or that the letter is mailed to contact the Front Office Assistant and enroll, withdraw or decline and be moved to the bottom of the list. If there is no response, the Front Office Assistant will move the name to the bottom of the list with a note indicating "No Response" and the date contacted. The opening will then be offered to the next student on the list.

The timeline will not be less than 48 hours from the time that the Front Office Assistant has attempted to contact the family.

## **Student Withdrawal Procedure**

When a student withdraws from CPATH, a Withdrawal Form should be completed and returned by a parent, routed to the Front Office Assistant and placed in the student's cumulative file. A student will be considered officially withdrawn from CPATH when CPATH receives a record request from another school.

In addition, to comply with state statute, a student is considered withdrawn under any of the circumstances below:

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

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 sections 121A.40 to 121A.56.

The class list and student withdrawal list will be updated by the Front Office Assistant. The Waiting List will also be updated. If the parent elects for their child to "Remain On List", the withdrawing student will drop to the bottom of the Waiting List, and any siblings on the list will be moved to the non-sibling section of the list (based on their assigned lottery number), unless one or more siblings remains enrolled at CPATH.

## **Non-Discrimination Policy**

It is the policy of CPATH to comply with federal and state laws prohibiting discrimination. CPATH does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. Per Laws of Minnesota 2023, chapter 52, article 19, sections 64 to 67.

Policy CAREER PATHWAYS SCHOOL DISTRICT 4237

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