



ENROLLMENT & LOTTERY POLICY

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at Augsburg Fairview Academy so that families will have information to make decisions regarding their children's school attendance.

II. POLICY STATEMENT

This policy establishes guidelines for admission into Augsburg Fairview Academy that are consistent with the admission requirements of Minnesota Statutes §124E and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS

A. Augsburg Fairview Academy 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 V.

B. Before admitting a student on the lottery list, Augsburg Fairview Academy 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 lot, Augsburg Fairview Academy will give preference to enrolling children of the school's staff before accepting other pupils by lot.

D. Augsburg Fairview Academy shall not discriminate against any student based on age, race, color, creed, sex, sexual orientation, national origin, citizenship status, marital status, political or religious beliefs, family, social or cultural background, gender, gender identity, genetic information, mental health status or ability, physical ability, special education status, housing status, status with regard to public assistance, veteran status, family situation or any other characteristic that would be unlawful for a public or charter school.

E. Augsburg Fairview Academy 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, Augsburg Fairview Academy shall not select students based on religious preference.

G. Augsburg Fairview Academy 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.

IV. APPLICATION AND ENROLLMENT PROCEDURES

A. Interested families will submit applications up until the lottery application deadline established each calendar year.

B. Acceptance of applications for any given school year will begin after the first day of classes during the prior school year.



C. Once the application period is closed, if there are more applicants than spots available, all timely applications will be included in a computer-generated random lottery which preferences first the siblings of currently enrolled students, and second the children of staff members.

1. This lottery will be held no later than the first Monday after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.

2. Written notice of the date of the lottery is included on the enrollment application form, communicated in letter form to current families, and posted on the school's calendar and website.

V. LOTTERY

A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same parent 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. 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.

C. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Augsburg Fairview Academy, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.

D. 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.