

## **104 Enrollment Policy**

### **I. Purpose**

The purpose of this policy is to communicate Minnesota charter school enrollment laws and North Shore Community School enrollment procedures.

### **II. Entrance Age**

A child must be five (5) years of age on or before September 1st of the school year to enter kindergarten or six (6) years of age on or before September 1st of the school year to enter first grade.

### **III. Priority Order of Enrollment**

North Shore Community School shall give preference for enrollment first to a pupil who lives within a five mile radius of the school; a sibling of an enrolled pupil or to a foster child of that pupil's parents and then to children of the school's employees before accepting other pupils. Applications must be received at the school by the annual enrollment deadline in order for preference to be given.

### **IV. Lottery**

A. NSCS tries to keep student numbers low at each grade level. When it becomes apparent that the physical capacity of a particular grade level or individual classroom has been met, a waiting list and/or lottery system may be implemented.

B. If new applications at any grade level exceed capacity limits, a lottery will be held prior to the start of the school year to determine acceptance. All other applicants will be placed on a waiting list.

1. A completed enrollment application is required to be included in the lottery and/or placed on the waiting list.
2. All lottery applications will be pulled randomly by the director and a school board member, who is neither a teacher nor a parent. Student names will be added in the order in which they are drawn to form the following school year's enrollment and waiting lists.
3. Families do not need to be present at the lottery.