

2024 - 2025 Enrollment Timeline

The following outlines the dates, times, and functions for all enrollment activity for current and prospective students in grades Kindergarten through Eighth at Seven Hills Preparatory Academy (SHPA). For the 2024 - 2025 school year, SHPA will offer Grades Kindergarten through Fifth at our Burnsville Campus and Grades Kindergarten through Eighth at our Richfield Campus.

Current SHPA Students

The school, SHPA, will assume all currently enrolled SHPA students intend to return for the 2024 - 2025 school year. All SHPA students will remain enrolled (for rising grades 1-8) for the upcoming school year **unless we receive one or both of the following documents:**

- A *Student Withdrawal Form* that has been completed for the student and signed by a parent or legal guardian.
- A formal request for student records is received from a different school.

November 1, 2023 – Open Enrollment Period Begins:

- **NEW AND RETURNING APPLICANTS:** The parents/guardians of prospective students will have the ability to enter SchoolMint between *November 1, 2023 – January 15, 2024* to apply for the campuses and grades of their choice for the 2024 – 2025 school year. This first step **does not confirm admission in to SHPA**. All applications received during this period will be included in the lottery. Any applications received after January 15, 2024 **will not** be included in the lottery and will be placed at the bottom of the wait list, for the requested grade level, in the order it was received after the lottery is held. If applying for twins/multiples or siblings in different grades, you will need to fill out a separate Enrollment Interest Form for each student. *It is important to note that applying for more than one student, as a new applicant, does NOT qualify you for sibling preference (“Seven Hills Sibling attending”).* However, should one sibling get accepted, we will need to receive a completed and SHPA-staff verified application for the accepted student in order to activate sibling preference for the other sibling(s) enrolled in SchoolMint. The only exception will be for multiple births. We will keep all multiple births together.
 - **New Applicants Applying from Out of State:** Minnesota Charter School Provision 124E.11 (c): "A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota."
- **CURRENT SHPA FAMILIES AND SHPA STAFF:** Our current families and SHPA teachers/staff members will qualify for "Seven Hill Sibling Attending," or "Employee Child," Preference, respectively. These preferences will be honored across all three schools. Any current SHPA family and/or SHPA employee, that has applied during the Open Enrollment period, will go through the lottery AND have first opportunity at any grade level openings. If there are no openings, they will move to the top of the wait list of the requested grade. We will fill with siblings first, following with children of staff. Siblings eligible for preference are understood as children who genetically or legally share a common parent or guardian; this includes step-siblings and foster children. **However, this does not include cousins, nephews, nieces, family friends, etc.**
In order to have the first opportunity at potential grade-level openings, all Seven Hills siblings and child(ren) of staff members will need to complete an application through SchoolMint during Open Enrollment (November 1, 2023 through January 15, 2024). If multiple siblings are applying, each student will need a separate SchoolMint application.

A charter school shall 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 – Charter Schools, Minn. Stat. § 124D.10 (2012)

- **CURRENT SHPA STUDENT(S) AND INTERCAMPUS TRANSFERS (Kindergarten through Fifth Grade):** A student wishing to transfer to another SHPA campus will have to complete a separate enrollment application, through SchoolMint, for the campus your student wants to transfer to. If you do not have a current sibling at the campus you are wishing to transfer to, this request will be handled as a new applicant with no family preference granted. *If the student has a current sibling at the desired campus, SHPA sibling preference can be applied.* Please note that the student will maintain their current enrollment until which time the inter campus transfer can be executed.

IMPORTANT NOTE FOR NEW AND CURRENT FAMILIES: The process of enrolling your new student in SchoolMint, whether during Open Enrollment or post Open Enrollment, does not guarantee or secure a spot at SHPA. This is only the first step in the enrollment process.

January 15, 2024 - Open Enrollment Period Closes:

Families interested in our lottery must have submitted their SchoolMint applications by **January 15, 2024** in order to qualify for the lottery. Any SchoolMint applications that are submitted after this date will be placed at the bottom of the wait list(s) in the order that they were received; once the lottery has taken place – no exceptions.

February 2024 – Grade Level Lotteries

Grade-level lotteries will be held for the 2024 - 2025 school year in February 2024. **We will have fifteen grade-level lotteries if there are more student applicants than spots available:**

- **Burnsville Campus Elementary (K - 5) – Six lotteries**
- **Richfield Campus Elementary (K – 5) – Six lotteries**
- **Richfield Campus Middle School (6 – 8) – Three lotteries**

After the lottery is held for each grade level and reviewed, a communication will be sent to the parent/guardian indicating your child’s enrollment or wait list placement.

March 2024: We will begin the enrollment application turn in process on and will carry into the 24 - 25 school year.

Mid-Year Openings and Placement

SHPA will fill openings in classrooms from the grade level wait list(s), as they become available.