

## 2019 - 2020 Enrollment Procedures

**Enrollment Disclaimer:** Please note that any of these procedures and policies could change at any time given feedback or direction from the Minnesota Department of Education or as requested from our School Board.

Seven Hills Preparatory Academy (SHPA) will follow its established enrollment policy and procedure for the 2019-2020 school year while incorporating the following steps with respect to its replication. According to the federal Charter Schools Program grant guidelines, *enrollment preference cannot cross school sites*. As a result of the grant guidelines, completely separate enrollment processes, including lotteries and preferences, will be conducted for the existing K-8 and the replicated K-5 grades.

The Open Enrollment period for the 2019-2020 school year starts on **November 1, 2018 and ends on January 15, 2019**. All applications must be submitted during this Open Enrollment period to qualify for the lottery. Should an application be submitted after the deadline of the Open Enrollment period, the applicant will be placed at the bottom of the lottery established wait list.

### **Current SHPA Students and Enrollment**

The school will assume all currently enrolled SHPA students intend to return to SHPA for the 2019 - 2020 school year. All SHPA students will remain enrolled (for grades K-8) for the upcoming school year unless we receive a Student Withdrawal Form that has been completed for the student, a formal request for student records and transcripts is received from a different school, or a student does not attend class for 15 consecutive days. **Please note that current SHPA Fifth Grade families do not need to apply for SHPA 6<sup>th</sup> grade at the Richfield Campus.** As stated above, we will assume that you will remain with SHPA for 6<sup>th</sup> grade unless notified by through the channels listed above.

If your student **will not** be joining us for the 2019 - 2020 school year, please contact the respective enrollment coordinator to discuss termination of enrollment procedures:

Richfield and Bloomington Elementary Enrollment Coordinator – Ms. Rimstad: 612-314-7603  
Richfield Middle School Enrollment Coordinator – Mr. Thao: 612-314-7604

### **SHPA Established Charters for Application**

SHPA currently consists of two charters.

- 1) Bloomington Charter - Bloomington Campus Kindergarten through Fifth Grade & Richfield Campus Sixth Grade through Eighth Grade
- 2) Richfield Replication Charter – Richfield Campus Kindergarten through Fourth Grade

### **Lotteries**

Since we will be accepting applications for Elementary Grade levels at both our Bloomington (K – 5) and Richfield (K – 4) campuses, we will hold two separate lotteries (one lottery per campus). If you wish to apply to both campuses you will need to fill out **two** separate applications, **one for each campus**. You cannot be dually enrolled at both campuses. If you are accepted into both campuses, you will need to choose one by the deadline given. If you are accepted into one campus but you prefer to go to the other, you are allowed to stay on a wait list at the preferred campus while enrolled at the other.

## **Enrollment Procedures:**

### **New Applicants**

New applicants will need to have their Enrollment Interest Form submitted within the Open Enrollment Period in order to be considered for the lottery. Enrollment opens on November 1, 2018. The lottery deadline for the 2019 - 2020 school year is January 15, 2019. If applying for a Kindergarten spot, **MN law and SHPA require all students to be 5 years of age by September 1 of their Kindergarten year (no exceptions).** 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 completed paperwork for that student in order to activate sibling preference, for the other sibling(s) as long as they are applying for the same charter, enrolled in SchoolMint (the only exception will be for multiple births, we will keep all multiple births together).

**Returning Applicants**

**SHPA wait lists are only good for 1 year. Anyone who has previously applied to SHPA and not been accepted, will need to fill out a new application for the new school year (if you were on a wait list from the 2018 - 2019 school year, you will need to fill out a new application for the 2019 - 2020 school year). In order to be included in the 2019 – 2020 lottery, you will want to make sure to submit your application during the Open Enrollment Period which is November 1, 2018 through January 15, 2019.**

**Current SHPA Families with Siblings and SHPA Staff with Child(ren)**

Any current SHPA student who has a sibling entering grades Kindergarten through Eighth grade and are applying for the **same** program (charter), will receive enrollment preference which means you will be offered any opening(s) that are available before accepting any lottery applicants. As stated, sibling preference will be in effect as long as the new sibling is applying for the same charter.

If Current SHPA Student Attends...	Then New Sibling Will Receive Sibling Preference at
Bloomington K - 5	Bloomington K – 5; 6 <sup>th</sup> – 8 <sup>th</sup>
Richfield K – 4	Richfield K - 4
Middle School 6 <sup>th</sup> – 8 <sup>th</sup> grade	Bloomington K – 5; 6 <sup>th</sup> – 8 <sup>th</sup>

In order to qualify for these openings, a parent/legal guardian **must** fill out an *Online Enrollment Interest Form* for the same charter and indicate on the form that the family is a current Seven Hills family. This must be completed during the Open Enrollment Period which is November 1, 2018 - January 15, 2019. Any sibling application submitted after this time **will not be guaranteed** immediate placement and the new sibling may be placed at the top of the wait list for the requested grade if no openings. (*The new sibling can only be placed assuming there is room in the grade that is being requested*). If you have multiple new students entering Seven Hills, we will need an application for each student as they are considered separate applicants. Siblings eligible for preference are understood as children who genetically or legally share a common parent or guardian. This does not include cousins, nephews, nieces, etc.

Our current SHPA teachers and staff with a child (or children) who are entering grades Kindergarten through Eighth Grade are eligible for “Employee Child,” preference; assuming there is room in the particular grade(s) for which you are applying.

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. 124E.11(c)

**Current SHPA Students and Inter Campus Transfers (Kindergarten through Fourth Grade)**

A student wishing to transfer to another SHPA campus will have to complete a separate enrollment application for the campus your student wants to transfer to. Current enrollment guidelines do not permit enrollment preference to cross school sites. This request will be handled as a new applicant with no family preference granted. Each family will be required to submit separate enrollment forms for the existing K-8 and the replicated K-5 during the open enrollment period. Please note that the student will maintain their current enrollment until which time the inter campus transfer can be executed.

**How to Apply**

To be included in the lottery you must fill out an *Online Enrollment Interest Form, through SchoolMint*, starting on November 1, 2018 through January 15, 2019. The 2019 – 2020 *Online Enrollment Interest Form* will be available in SchoolMint starting November 1, 2018. SHPA will only accept online submissions for the Enrollment Interest Forms. Should you need access to a computer, please come to our school office (Bloomington or Richfield) and we will provide you the resources for submitting the application. An electronic confirmation will be sent to the email address or a text to the phone number that you provide when applying upon receipt of the *Online Enrollment Interest Form*. If you do not receive confirmation when you submit the *Online Enrollment Interest Form*, please contact the school

office for which campus you are applying. **SHPA is not responsible for errors submitted on the Enrollment Interest Forms.**

**Late Applicants**

Any applications submitted after the close of the Open Enrollment Period (January 15, 2019) will NOT be included in the school lottery (**NO EXCEPTIONS**). Late applicants will be placed at the bottom of the wait list in the order received.

**Wait List**

For students on a wait list, parents/guardians will be notified via **email** if their student is eligible to fill an opening. In order to secure the opening, the parent/guardian will need to accept or decline the opening within the amount of time given. No reply to the email will be considered a decline for the opening and we will move to the next student on the wait list.