

## 2020 - 2021 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 2020 - 2021 school year. Since our replication process is complete, SHPA sibling preference opportunity will be honored across all three schools. The Open Enrollment period for the 2020 - 2021 school year starts on **November 1, 2019 and ends on January 15, 2020. 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 – no exceptions. Please remember for every student applying, you can only submit one application per campus.

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

The school will assume all currently enrolled SHPA students intend to return to SHPA for the 2020 - 2021 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 by a parent/legal guardian, a formal request for student records/transcripts from a different school, or a student does not attend class for 15 consecutive days. The student will then be unenrolled on the morning of the 15<sup>th</sup> day. This does include ALL absences due to vacations. If a spot at SHPA is lost because of consecutive absences, you will need to reapply to SchoolMint and will be placed at the bottom of your respective grade-level wait list(s).

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 2020 - 2021 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

### **Enrollment Procedures:**

#### **A. SHPA Campuses for Application**

- 1) Bloomington Campus Elementary: Kindergarten through Fifth Grade
- 2) Richfield Campus Elementary: Kindergarten through Fifth Grade
- 3) Richfield Campus Middle School: Sixth through Eighth Grade

#### **B. How to Apply**

To be included in the lottery you must fill out an *Online Enrollment Interest Form*, through *SchoolMint*, starting on November 1, 2019 through January 15, 2020. The 2020 – 2021 *Online Enrollment Interest Form* will be available in *SchoolMint* starting November 1, 2019. SHPA will only accept online submissions for the Enrollment Interest Forms. If 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 and/or a text to the phone number that you provide 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.**

##### **1. 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, 2019. The lottery deadline for the 2020 - 2021 school year is January 15, 2020. 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, verified paperwork for that student in order to activate sibling preference for the sibling enrolled in *SchoolMint*. The only exception will be for multiple births; we will keep all multiple births together.

**2. Returning Applicants**

**SHPA wait lists are only good for one enrollment 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 2019 - 2020 school year, you will need to fill out a new application for the 2020 - 2021 school year.** In order to be included in the 2020 – 2021 lottery, you need to submit your application during the Open Enrollment Period which is November 1, 2019 through January 15, 2020; utilizing the same SchoolMint account you created the previous year.

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

**NEW THIS YEAR,** any current SHPA student who has a new sibling entering grades Kindergarten through Eighth grade and are applying for either campus, will receive enrollment preference across campuses. This means, by going through the lottery process, you may be offered any opening(s) that may available ahead of applicants who have employee child(ren) preference or applicants without any preference/priorities.

<b>If Current SHPA Student Attends...</b>	<b>Then New Sibling Will Receive Sibling Preference at....</b>
Bloomington K - 5	Bloomington K – 5; Richfield K - 8
Richfield K – 8	Richfield K – 8; Bloomington K - 5

In order to qualify for these openings, a parent/legal guardian **must** fill out an *Online Enrollment Interest* 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, 2019 - January 15, 2020 which will qualify them for the February lottery. Any sibling application submitted after this time **will not be guaranteed placement** and the new sibling may be placed at the top of the wait list for the requested grade if no openings. 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 include step-siblings and foster children. 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. § 124D.10 (2012)*

**4. Current SHPA Students and Inter Campus Transfers (Kindergarten through Fifth 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. 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. New this year, if the student has current student 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.

**5. Late Applicants**

Any applications submitted after the close of the Open Enrollment Period (January 15, 2020) 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.

**C. 2020 – 2021 Lotteries**

Since we will be accepting applications for Elementary Grade levels at both our Bloomington (K – 5) and Richfield (K – 5) 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.

**D. 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.