

I. PURPOSE

Athlos Academy of St. Cloud follows federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students.

II. POLICY

- A. Advertising for enrollment and for ongoing student recruitment will include print distributions and live meetings, and will include outreach to underserved communities.
- B. The school shall not discriminate in its admissions or enrollment policies based on race, color, religion, sex, national or ethnic origin, special needs as defined in IDEA.
 - 1. No family shall be offered incentive or reimbursement to enroll.
- C. If there are more applicants than available seats, a lottery will be held.
 - 1. The lottery date shall be annually set by the Governing Board.
- D. Enrollment Preference will be given as follows:
 - 1. First to siblings of enrolled pupils and foster children of that pupil's parent/guardian(s);
 - 2. Second to children of the school's full-time staff.
- E. Conditions for Enrollment:
 - 1. Students must be 5 years old by September 1 of the year in which they start kindergarten and 6 years old by September 1 of the year in which they start first grade.
 - 2. Parent/guardian(s) of students enrolled in the school must indicate their intent to retain their seat for the following year annually in writing, by the designated date.
 - a. Unclaimed seats may be considered open and offered to students by lot at that time.
- F. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.
 - 1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist described under section H.

Enrollment and Lottery Policy

2. If a student does not accept a position, s/he will not forfeit his/her position on the waitlist, but the current position shall be offered to the next student on the list.
- G. Following a lottery, a waitlist for an upcoming school year shall be constructed and maintained until the next lottery date as follows:
1. Athlos Academy of St. Cloud shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with no preference.
 - i. These waitlists shall be exhausted in priority order, with all students on the sibling preference list offered a seat prior to any student on the staff preference list, and so on.
 2. On the date of a lottery, all students shall be assigned a random number; those not granted seats in the lottery will be placed in order according to their randomly assigned number on an appropriate preference list.
 3. Students whose siblings later accept enrollment at Athlos Academy of St. Cloud may be moved to the bottom of the sibling preference list.
 4. Students whose parents later accept an offer of fulltime employment at Athlos Academy of St. Cloud may be moved to the bottom of the staff preference list.
 5. Students who submit a complete application for enrollment to a grade level that is at capacity after the lottery date will be added to the bottom of the applicable preference list in the order in which the complete application was received.
- H. Students on a current year waitlist will be entered into a lottery for the upcoming school year, if they have not accepted a seat prior to the next lottery.
- I. Athlos Academy of St. Cloud may consider lack of response to an offer of enrollment a decline of the offer.
1. Necessary timelines for response will be outlined in offer letters and will be the same for all offers extended at the same time.
 2. Timelines for response will be no less than five business days and no more than ten business days.

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- J. Students may apply to transfer to Athlos Academy of St. Cloud, even if Athlos Academy of St. Cloud is not one of the student's schools of residence.

Legal References:

[Minn. Stat. § 124E.11](#)

[Minn. Stat. § 120A.40](#)

Related Documents:

[Enrollment and Lottery Procedure](#)