

Adopted: May 24, 2005

Revised: December 22, 2014

## 509 – HMONG COLLEGE PREP ACADEMY ENROLLMENT POLICY

### 1. Open Enrollment:

Hmong College Prep Academy is a public charter school. Enrollment policies comply with MN Statute 124D.10 Subpart 9. Enrollment in Hmong College Prep Academy is open to all students, without regard to race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, disability, or any other factors, other than the capacity of the program, class, grade level, or building allows.

### 2. Definition of Enrollment:

A student is considered to be enrolled in Hmong College Prep Academy when the school makes an offer of admission AND receives an acceptance.

### 3. Enrollment Process:

#### **Application for Admission:**

Admission applications are posted on Hmong College Prep Academy's website. Additionally, applications may be mailed upon request.

In order to apply to Hmong College Prep Academy, information requested on the Admission Application must be submitted during the Open Enrollment Period. The Open Enrollment Period for any school year falls between January 1<sup>st</sup> and January 31<sup>st</sup>. Admission Applications may be submitted via electronic submission, in person, or by mail. Open enrollment closes at midnight on January 31<sup>st</sup>.

#### **Offer of Admission and Lottery:**

All applications received during the Open Enrollment Period are automatically offered admission for enrollment (i.e., admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery. In the case of lottery admission, only current residents of the State of Minnesota may be accepted into the lottery.

#### **Preferences for siblings and children of current Hmong College Prep employees:**

Two classes of students have preference for enrollment at Hmong College Prep Academy: siblings of currently admitted students and children of current employees. This preference is in accordance with MN Statute 124D.10 Subd.9(c).

Siblings, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically offered admission unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, the sibling of the student with the lowest lottery number (first drawn) has preference and is awarded the placement.

If all available enrollments in a grade are filled by siblings, the sibling is added to the waiting list with priority over any other student.

Children of employees also have preference over the general public. Siblings have preference over children of current employees. Children of current employees, who submit an application before the

expiration of the open enrollment period, are automatically offered admission unless the number of children of employee applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of children of employees applications exceeds available enrollment in any grade, the child of the employee with the most seniority has preference and is awarded the placement. Employees who wish to enroll their children at Hmong College Prep Academy using this preference must maintain employment with the organization through the child's first complete year of school.

If all available enrollments in a grade are filled, Hmong College Prep Academy places the child on the waiting list with preference over the general population, but not over siblings.

#### Lottery

If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade after siblings and children of employees have been enrolled, the school conducts a general lottery within one week after expiration of the Open Enrollment period. All applications for each such grade(s) from current residents of Minnesota received before the expiration of the Open Enrollment Period are included in the general lottery.

Hmong College Prep Academy conducts all lotteries through a method of random selection. Students are offered admission to the school in the order in which they are numbered in the lottery, as long as there is available enrollment as determined by the Board for the applicable grade(s).

#### WAITING LISTS

There is one waiting list with two determinations of preference. Students who are siblings of currently enrolled students are given preference over all other students on the waiting list. The students of current employees are given next priority on the waiting list. Students who are children of current employees have priority over the general waiting list, but not over siblings on the waiting list. A student may only be kept on the current employees' waiting list while their parent is employed at Hmong College Prep Academy. When a student is admitted based on this priority, the parent must remain employed at Hmong College Prep Academy for the first full year of the student's attendance at the school. All other students are put on the waiting list after those with a preference after all open places in grades are filled. The order of the waiting list is determined by the random numbering from the lottery. Applications received after the lottery are added to the end of the applicable waiting list for each such grade, in the order received.

These students carry over from year to year without having to be redrawn for wait list order.

A student may simultaneously be on two separate waitlists for two separate academic years, i.e. if a student is not accepted by July 1 of any year, that student can re-apply to Hmong College Prep Academy for the next academic year without giving up his/her position on the current academic year waitlist.

The school board reserves the right to close admission to any particular grade for any given year. (MN statute 124D.9).

#### Location of Services

Hmong College Prep Academy is space limited. Families accepted into Hmong College Prep Academy whose student's program is at capacity or the student's IEP indicates that the student's needs will best be addressed in a placement in another district or setting will be placed on the waiting list after siblings and children of employees.

The family may elect two alternatives while they wait for services at the Hmong College Prep Academy location. The first alternative will have the student enrolled at Hmong College Prep where Hmong College

Prep Academy will be the “resident” district and Hmong College Prep will contract with another district to be the “serving” district. The second alternative will have the current district remain the resident and serving district until a space in a program becomes available. There is no benefit for families who elect to have HCPA serve as the resident district. A student who has been accepted by lottery draw, but whose needs are better served in a separate setting will remain on the waiting list (after siblings and children of employees) until an offer for services on site can be made. The order of lottery draw determines the offer for on-site services when capacity in the appropriate program is available, regardless of whether Hmong College Prep Academy is the resident district.

### **Acceptance of Offer of Admission:**

Students are offered admission, or notified of status on the waitlist, by letter. Submitting an application to Hmong College Prep Academy will not take a student out of their current school until registration is completed, nor will the current school be notified until Hmong College Prep Academy receives an acceptance of an offer of admission.

Upon acceptance of an offer of admission, by the deadline specified in the Offer of Admission letter, a student is then considered Enrolled in Hmong College Prep Academy. If Hmong College Prep Academy does not receive a response of acceptance by the specified deadline, the student is placed at the end of the waiting list. Families will be notified of their number on the waitlist by letter.

#### 4. Registration of Enrolled Students:

### **Records Request:**

Upon acceptance of an offer of admission, Hmong College Prep Academy requests academic records, transcripts, schedules, standardized test results, most recent 3 year evaluation, and special education records, if any.

Pursuant to Code of Federal Regulations 34 § 99.31(a)(2) and Minn. Stat. § 13.32 Subd. 3(e), generally, education data cannot be released without the consent of a parent or eligible student (a student who is 18 or attending a postsecondary institution). One exception is that a school district can release education data to school officials in another district where a student seeks or intends to transfer or enroll, or where a student already is enrolled as long as the release is for purposes related to the student's enrollment or transfer.

### **Program Preparation:**

In order to best serve the student, upon receipt of school records, Hmong College Prep Academy prepares for the student's first class day through several planning measures.

#### • **First Transition Meeting:**

Hmong College Prep Academy invites the student's family and the student to meet with administration to discuss the student's transition to Hmong College Prep Academy. At this time Hmong College Prep Academy schedules an optional, half-day for the student to shadow a current student.

### **Second Transition Meeting:**

Following the observation and optional student shadow described above, Hmong College Prep Academy invites the student's family to meet with administration a second time to discuss the results of the student's experience and the observations of the supports in the student's current school placement. During the second transition meeting, the parents and administrative staff will determine location of service for the following year. All families are required to complete federal, state, and school registration forms prior to a student's first day of attendance at Hmong College Prep Academy and can obtain required paperwork at this time. Additionally, Hmong College Prep Academy schedules a Registration

Day each fall prior to the start of school.

5. Declination of Admission:

If a family declines admission to Hmong College Prep Academy after an offer of admission is made, the student's name will be removed from the waitlist. If a family declines admission and then chooses to re-apply, the Open Enrollment Period criterion applies, and the student will be considered for admission for the next academic year. Hmong College Prep Academy in no way suggests, urges, nor compels neither declination of admission nor disenrollment of its students.

6. Enrollment Limitations:

In accordance with MN Statute (MN statute 124D.9), Hmong College Prep limits enrollment for each grade. Also, the HCPA Board of Directors has determined that only current residents of Minnesota may be included in the lottery.

7. Protected Rights of Students:

Minn. Stat. § 363A.13 Minn. Stat. § 363A.14

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973

Title II of the Americans with Disabilities Act of 1990

Part B of the Individuals with Disabilities Education Act (IDEA)

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***ADOPTED BY THE BOARD ON: 5/24/2005***

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