



Student Application and Enrollment Policy

Policy # 111

Implementation Date: 11-17-2022

Last Reviewed/Update Date: 12-15-2022

Approval: Board of Education

1. Purpose

The purpose of this policy is to define the parameters the Phoenix Academy of Art and Science uses in admitting students. It will, in addition, explain enrollment and admissions at the Phoenix Academy of Art and Science so families may make enrollment decisions in an informed and timely manner.

2. Equal Educational Opportunity

It is the policy of the Phoenix Academy of Art and Science Board of Education to comply with state and federal statutes to provide equal educational opportunity for all persons. The school affirms that it will not discriminate on the basis of race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status in regard to public assistance, sexual orientation, or disability in the following areas:

- A. Access to course offerings,
- B. Curriculum materials,
- C. Counseling practices,
- D. Extracurricular activities, or
- E. Use of school facilities.

The Phoenix Academy will not “limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and will not establish any criteria or requirements for admission that are inconsistent with [section 124E.11].”

The Phoenix Academy of Art and Science is a public school and is required to enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building.

3. Admission Preferences

Phoenix Academy of Art and Science will give enrollment preference to:

1. Sibling(s) of an enrolled pupil and to a foster child or children of that family.
2. Children of the school's staff members.

Remaining students will be placed on a waiting list by lottery.

In the event the Phoenix Academy of Art and Science has more sibling applicants than open spaces at any grade level, the Phoenix Academy of Art and Science will conduct a lottery among all the sibling applicants who met the deadline to determine admission for that grade.

In the event the Phoenix Academy of Art and Science has more children of staff members' applicants than open spaces at any grade level, the Phoenix Academy of Art and Science will conduct a lottery among all the children of staff member applicants who met the deadline to determine admission for that grade.

4. Enrollment Process

- A. An application is considered to be on time if it has been “time stamped” in the main office of the school before the end of the enrollment period.
 - a. The enrollment period will end on the last Friday in January.
 - b. All applications must be submitted in person, by mail or electronic means, and time stamped by the last Friday in January.
- B. Each school year the Phoenix Academy of Art and Science will publish lottery dates with the school's enrollment application and process to apply for the following school year on their website by the first week in October.
- C. Application requests: All applications received by the enrollment deadline will be considered equally.
 - a. For any grade level where there are more applicants than spaces available, the Phoenix Academy of Art and Science will conduct a lottery to determine admission for that grade level.
 - b. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly by email and phone if a space becomes available.
 - c. Students who submit applications after the enrollment deadline will be admitted if there are any remaining openings or added to a waiting list.
- D. Lotteries: The Phoenix Academy of Art and Science conducts all lotteries through a method of random selection.
 - a. School lottery will take place at the February Board meeting, date to be posted on the school website.
 - b. Applicable lotteries occur from highest grade to lowest grade.
- E. Waiting Lists. No waiting list will carry over from year to year. Each waiting list is subject to a lottery and redrawn during each admission process each year.
- F. Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.
- G. A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first-grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten.

5. Responsibilities

- A. The Phoenix Academy of Art and Science employees and Board of Education will assist all applicants and their parent(s)/guardian(s) without discrimination.
- B. The Executive Director or designee shall review all applications, ask for additional information if needed, and assist in the enrollment process.
- C. All applications as allowed by Minnesota statute will be enrolled as outlined in the Enrollment Policy.

6. Target Enrollment

Grade	Sections	Ideal # / Section	Maximum to be registered.
K	1-2	18	20
1	1-2	20	22
2	1-2	20	22
3	1-2	22	24
4	1-2	22	24
5	1-2	24	26
6	1	26	28
7	1	26	28
8	1	26	28

Legal References

Minn. Stat. § 124E.11 (Admission Requirements and Enrollment);

Minn. Stat. § 124E.03 (Applicable Laws)

Minnesota Statutes 2021, section 363A.13

Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.