

# HIGHER GROUND ACADEMY

## Admission Policy

Adopted: 04/10/2015

Revised: 06/17/2025

### ENROLLMENT

#### 1. PURPOSE

1.1. The purpose of this policy is to ensure equal opportunity open enrollment for Higher Ground Academy Charter School (HGA) students and to follow MN Statute 124E.11 Admission Requirements and Enrollment.

HGA may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this section per change of Statute 124E.11(e)

#### 2. CURRENTLY ENROLLED STUDENTS

2.1. Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12 program, the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act.

2.2. Enrolled students with residence outside of Minnesota will be required to annually apply to enroll in accordance with the lottery process.

2.3. If parents wish to re-enroll their child after they have withdrawn from HGA, they must reapply and go through the lottery process.

#### 3. KINDERGARTEN REGISTRATION

3.1. Kindergarten enrollment will begin at the beginning of February each year.

3.2. To be considered for placement, kindergarten candidates must be 5 years old on September 1st of the upcoming school year. HGA admits 4 year olds who are deemed to be ready according to measures of readiness. The district has a separate policy dealing with the admission of 4 year olds.

3.3. Siblings of currently enrolled students and foster children of HGA families will be given first priority for enrollment. Children of HGA staff members will be given second priority for enrollment. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.

3.4. A lottery will occur to fill the remaining available placements until each class reaches its maximum capacity.

3.5. For all new kindergarten candidates, a completed enrollment packet must be turned in to the office within 30 days after school starts.

3.6. An early childhood screening is required within the first 90 days of attendance (if not previously completed) for enrollment into Kindergarten.

#### **4. NEW STUDENT ENROLLMENT – Grades 1 - 12**

4.1. A completed student application is the first step for enrollment and must be submitted before the final school day in May in order to be included in the enrollment lottery.

Student applications are available from the school's website or from the main office.

4.2. New student enrollment will begin on the first school day of June.

4.3. After a student's application has been selected, parents must complete the enrollment packet. HGA may request documentation that verifies a pupil falls within the school's minimum and maximum age requirements for admission. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent

4.4. Enrollment preference will be given to Minnesota resident pupils who reside within the state, over pupils that do not reside in Minnesota.

4.5. Siblings of currently enrolled students and foster children of HGA families will be given first priority for enrollment. Children of HGA staff members will be given second priority for enrollment.

4.6. A lottery will occur to fill the remaining available placements until each class reaches its maximum capacity.

4.7. All students complete the Minnesota Language Survey, which is included in the enrollment packet and is part of the process to determine English as a Second Language services.

#### **5. LOTTERY PROCESS**

5.1. A general lottery will be conducted on the first weekday of June.

5.2. The date, time, and location of the public lottery will be announced on the school's website prior to the date. Applicants do not need to be present at the lottery to be considered for enrollment.

5.3. For the lottery, applicants are assigned a number. Persons conducting the lottery select the assigned numbers at random.

5.4. After available spots have been filled, the lottery continues to determine waitlist order. As openings become available, students will be contacted and placed based on the waitlist order.

5.5. Applications completed after the lottery has been conducted will be placed at the end of the waitlist.

5.6. Students who want to remain on the waitlist for the following school year must notify the school accordingly.

#### **6. PLACEMENT**

6.1. Upon acceptance, a completed enrollment packet must be completed and turned in to the office.

6.2. HGA staff will use completed enrollment information to determine the appropriate placement for the student.