

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: May 2, 2016

Amended: July 24, 2019

538 ENROLLMENT ADMISSIONS POLICY

I. PURPOSE

Woodbury Leadership Academy (WLA) follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students. It is the policy of Woodbury Leadership Academy to comply with Federal and State laws prohibiting discrimination. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

II. DEFINITIONS

"Enrolled" means that the school has received and reviewed all applicable enrollment paperwork.

"Enrollment Committee" will include at least one (1) board member, one (1) office staff and the identified administrator.

III. GENERAL STATEMENT OF POLICY

A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.wlamn.org.

B. All applications for the early enrollment period must be received by the school by the last business day in January. All applications will be stamped according to date and time received.

C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.

D. Conditions for Enrollment:

1. Students must be five (5) years old by September 1st of the year in which they start kindergarten.
2. Student must be six (6) years old by September 1st of the year to start first grade.
3. Students currently attending WLA do not need to reapply.
4. Families do not need to be Minnesota residents at the time of the application, but must establish a residence in MN at the time of enrollment or attendance.

E. 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.
2. If a student does not accept a position within five business days, the student will forfeit their position on the waitlist, and the current position shall be offered to the next student on the waitlist.
3. Student Withdrawal: A student withdrawal occurs by the following:
 - a. Email notification
 - b. Completion of a “Student Withdrawal Form” which may be obtained in the business office
 - c. Transcript request from another organization that contains a parent/guardian signature
 - d. No show for more than fifteen (15) consecutive days
 - e. Extended absence for more than twenty (20) consecutive days within a given school year
4. If a deadline is reached or a withdrawal occurs, a new application must be submitted.

F. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with no preference. Sibling preference is based on a currently enrolled student

These waitlists shall be exhausted in priority order:

- a. All students on the sibling preference list or general are offered a seat prior to any student on the staff preference list.
- b. All students on the staff preference list are offered a seat prior to any student on the general waitlist.
- c. After preference is given to both siblings and staff, the general waitlist will be offered a seat.

G. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be submitted.

IV. Conditions and Limits on Extended Absence

- A. The purpose of this section is to define actions taken by WLA in the case of students taking an extended absence.
- B. Parents/guardians must complete a “Extended Absence Request” form and submit to Executive Director in writing. The request should be at least thirty (30) days before the start of the extended absence.
- C. Students may not miss more than the equivalent of twenty (20) consecutive school days within the school year to be eligible for extended absence.
- D. WLA assumes no responsibility for providing student work or materials while on extended absence. A student on an extended absence is still subject to the WLA Promotion and Retention Policy.

“Extended Absence Request” Form

This form must be completed when requesting an extended absence per Woodbury Leadership Academy’s Enrollment Admissions Policy. All requests must be submitted to the Executive Director for review.

1. I acknowledge that I have read WLA’s Enrollment Admissions Policy and will be moving forward with this request.

 Parent/Guardian Name

 Date

 Parent/Guardian Signature

 Date

2. For whom are you requesting extended absence?

 Student Name

 Grade

 Student Name

 Grade

 Student Name

 Grade

3. Dates of Requested Absence: _____

4. Purpose of Extended Absence: _____

☐ Approved ☐ Not Approved

For Office Use Only

Director Signature _____ **Date of Approval** _____

Notes: