

**Policy 538: Enrollment**

*Adopted: July 12<sup>th</sup>, 2016*

**I. PURPOSE**

The purpose of this policy is to establish a clear understanding of the Woodbury Leadership Academy enrollment process.

**II. GENERAL STATEMENT OF POLICY**

Woodbury Leadership Academy practices an enrollment process that is fair and balanced. Woodbury Leadership Academy will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124D.10 subdivision 9.

**III. DEFINITIONS**

“Enrolled” means when the application is received and a student is placed in an open position within a grade level and enrollment materials have been received by the school.

**IV. PROCEDURES**

- 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.woodburyleadershipacademy.com](http://www.woodburyleadershipacademy.com)
- B. All applications must be received by the school by the last business day in January. All applications will be stamped according to date received.
- C. Lottery will take place on the first business day in February.
- D. Kindergarten: Refer to the Kindergarten Enrollment Policy #537.
- E. Grades 1-6:
  - i. A completed application is required for any student wishing to be considered for enrollment. Applications do not carryover from year to year and must be resubmitted. Current students of Woodbury Leadership Academy need to return Letter of Intent to return for the following school year.
  - ii. Openings will be filled per Minnesota State Statute as follows:
    - a. A sibling of an enrolled student and/or a foster child of that student's parents/guardians.
    - b. When one twin/multiple is drawn to fill an open position, the other twin/multiples are automatically considered a sibling of an enrolled student and receive sibling preference.
    - c. If the student has siblings in other grades, they will now be [woodburyleadershipacademy.com](http://woodburyleadershipacademy.com)

- considered a sibling of an enrolled student and receive sibling preference.
- d. Child/children of Woodbury Leadership Academy staff
    1. A person is considered a staff member after completing their first day of work as outlined in their contract.
  - e. General Lottery Waiting lists, if needed, should be re-established after the lottery that follows each enrollment deadline. Families may not retain a waiting number from a previous year. Waiting lists should not be established before enrollment deadline in lieu of lotteries; open enrollment is **NOT** first-come, first-served prior to the enrollment deadline.
    1. New applications will be drawn randomly by two Enrollment Committee members OR one Enrollment Committee member and the Director. The applications will be pulled starting with the highest grade.
    2. New applicants are added to the existing waiting list in the order drawn.
  - iii. Annual lottery results will be mailed (electronically or otherwise) within 10 days after the lottery.
  - iv. As students from the list are offered positions and/or become enrolled, positions on the lists will be adjusted accordingly.
  - v. The waiting list is intended for the sole purpose of enrollment and distribution of information deemed appropriate by Woodbury Leadership Academy. Woodbury Leadership Academy will not sell, distribute or otherwise disseminate waiting list information. Woodbury Leadership Academy will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at Woodbury Leadership Academy.

F. 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.

## **V. STUDENT WITHDRAWAL**

When a student withdraws from Woodbury Leadership Academy, a Student Withdrawal Form must be completed and returned by a parent/guardian to the Woodbury Leadership Academy's business office. To obtain the Student Withdrawal Form, please contact the business office.



Woodbury Leadership Academy will recognize a request of records from another school district as an official notification of that student's withdrawal.

*Note: The applicability and enforceability of this Policy 538 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.*