

Adopted: August 12, 2014

537 KINDERGARTEN LOTTERY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy practices a Kindergarten 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. DEFINITION

“Enrolled” means when the application is received and a student is placed in an open position within a grade level.

IV. PROCEDURE

- A. The Kindergarten lottery for children eligible to enter Kindergarten in September will be held each year on the first business day in February.
- B. 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
- C. A completed application is required for anyone wishing to be considered for enrollment. It is the responsibility of the applicant to retain confirmation from Woodbury Leadership Academy of the receipt of application. If confirmation of receipt is not received, it is upon the applicant to follow up with Woodbury Leadership Academy to request the confirmation.
- D. All applications must be received by the school by 3:30 pm the last business day in January. All applications received after the deadline will be stamped according to date received.
- E. Openings will be filled per Minnesota State Statute as follows:
 - i. A sibling of an enrolled student and/or a foster child of that

student's parents/guardians.

- a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a sibling who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
 - 1. 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.
 - 2. If the Kindergarten has siblings in other grades, they will now be considered a sibling of an enrolled student and receive sibling preference.
 - ii. Child/children of Woodbury Leadership Academy staff.
 - a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a child of a teacher who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
 - b. A person is considered a staff member after completing their first day of work as outlined in their contract.
 - iii. General Lottery
 - a. General lottery applications will be pulled randomly by two Enrollment Committee members or one Enrollment Committee member and the Director. The names are added, in the order drawn, to fill all openings. The applications will be pulled in accordance with enrollment policy 538.
 - b. Parents/guardians will be notified in writing (electronic or otherwise) within 10 business days of the lottery results.
- F. Waiting list placement will begin with the first student in sequence after all the existing openings are filled. After the February lottery has taken place, all new registrations will be placed in sequence on the waiting list.

V. REVIEW

The Board of Directors will review this policy annually after the yearly lottery process.

Note: The applicability and enforceability of this policy 537 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.