

## **901 ENROLLMENT**

*Original Adoption Date: August 2013*

*Revision Date(s): August 2013; January 2014, December 2016, January 2020, April 2020, August 2020, October 2020, November 2021, May 2023, October 2023*

*Review Date(s): January 2014, December 2016*

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### **I. PURPOSE**

To establish a fair, consistent, and legally compliant enrollment policy.

### **II. GENERAL STATEMENT OF POLICY**

- A. Lionsgate Academy is a public charter school. Enrollment policies comply with Minnesota's Open Enrollment Law, Minn. Stat § 124E.11 Admission Requirements and Enrollment. Enrollment in Lionsgate Academy is open to all students, without regard to race, color, creed, religion, national origin, sex, gender identity, age, marital status, status with regard to public assistance, sexual orientation, or disability. Capacity of program, class, grade level or building cannot be based on student intellectual ability or disability.
- B. Minn. Stat 124E.11(3) allows Lionsgate Academy to limit enrollment to residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

1. Lionsgate Academy Shoreview limits enrollment to residents of the following school districts: Mounds View, Centennial, Spring Lake Park, Fridley, Columbia Heights, Brooklyn Center, St. Anthony-New Brighton, Roseville School District, White Bear Lake, Mahtomedi, St. Paul, N. St. Paul-Maplewood-Oakdale, Anoka-Hennepin School District with zip code(s): 55434, 55433 (with addresses South of Hwy 610), 55444, 55448 (with addresses South of Hwy 610), 55449, and Minneapolis School Districts with zip code(s): 55406, 55407, 55418, 55430, 55454, 55455.

Lionsgate Shoreview will also accept applications from families residing in Anoka-Hennepin School District (unless zip code notes above), Forest Lake, Stillwater, South Washington County, South St. Paul School District, Hastings, West St. Paul-Mendota Heights-Eagan with zip code(s): 55118, Osseo, with addresses North of I-94 and East of Hwy 169, Elk River, with addresses North of I-94 and West St. Paul-Mendota Hts-Eagan with zip code(s): 55118. Addresses in this paragraph lie outside of the special education transportation boundary. If documented in the student's IEP, students may receive special education transportation from a boundary stop. Families are responsible for transportation to and from the boundary stop.

2. Lionsgate Academy Minnetonka limits enrollment to residents of the following school districts: Robbinsdale, St. Louis Park, Bloomington, Eden Prairie, Edina, Richfield, Minnetonka, Hopkins, Wayzata School District with zip code(s): 55305,

55391, 55441, 55446, 55447, Eastern Carver School District with zip code(s): 55317, Orono School Districts with zip code(s): 55356, Shakopee School District with addresses North of Hwy 169 and East of Hwy 101, Burnsville School District with addresses North of Hwy 13, Minneapolis School District with zip code(s): 55401, 55402, 55403, 55404, 55405, 55407, 55408, 55409, 55410, 55411, 55412, 55416, 55417, 55419 .

Lionsgate Academy Minnetonka will also accept applications from the following school districts: Rockford, Delano, Rosemount-Apple Valley-Eagan, Prior Lake, Lakeville, Shakopee School District (unless noted above), Eastern Carver County School District (unless zip code noted above), Waconia, St. Michael-Albertville, Watertown-Mayer, Jordan, Westonka, Wayzata School District with zip code(s): 55311, 55340, 55356, Osseo School District with addresses South of I-94 and West of Hwy 169, Elk River School District with addresses South of I-94, and West St. Paul-Mendota Hts-Eagan with zip code(s): 55120, 55121. Addresses in this paragraph lie outside of the special education transportation boundary. If documented in the student's IEP, students may receive special education transportation from a boundary stop. Families are responsible for transportation to and from the boundary stop.

3. **Campus Designation:** Students are assigned to the campus closest to their primary address used in their lottery application. Any exception must have approval from the executive director. If the different campus falls outside of the transportation border, transportation will be provided at a boundary stop.
  4. Families who move outside of the transportation boundary will receive special education transportation from a boundary stop. If documented in the student's IEP.
- C. Transportation will be provided in accordance with Lionsgate's Transportation Policy 623.
- D. **Definition of Enrollment:**  
A student is considered to be enrolled in Lionsgate Academy when the following has occurred:
1. **Application for Admission:** Admission applications are posted on Lionsgate Academy's website. Additionally, applications may be mailed upon request. In order to apply to Lionsgate Academy, information requested on the Admission Application must be submitted during the Open Enrollment Period. The Open Enrollment Period for any school year falls between July 1 and December 31 of the prior school year. Admission Applications may be submitted via electronic submission, in person, or by mail. Open enrollment closes at midnight on December 31.
  2. **Offer of Admission and Lottery:** All applicants received during the Open

Enrollment Period are automatically admitted unless more applications are received than the available enrollment capacity established by the Board. In this situation, all submitted applications for such program, class, grade level or building are placed in the lottery. In the case of lottery admission, only current residents of the State of Minnesota may be accepted into the lottery.

3. **Preferences for siblings and children of current Lionsgate employees:** Two classes of students have preference for enrollment at Lionsgate Academy: siblings of currently admitted students (including foster children) and children of current employees (including foster children). This preference is in accordance with Minn. Stat §124E.11 subd 3(c) .

Siblings, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically offered admission unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, the sibling of the student with the lowest lottery number (first drawn) has preference and is awarded the placement. If all available enrollments in a grade are filled by siblings, the sibling is added to the waiting list with priority over any other student.

Children of employees also have preference over the general public. Siblings have preference over children of current employees. Children of current employees, who submit an application before the expiration of the open enrollment period, are automatically offered admission unless the number of children of employee applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of children of employees applications exceeds available enrollment in any grade, the child of the employee with the lowest lottery number (first drawn) has preference and is awarded placement. If all available enrollments in a grade are filled, Lionsgate Academy places the child on the waiting list with preference over the general population, but not over siblings.

4. **Lottery:** If the number of applications received during the open enrollment period exceeds available enrollment capacity established by the Board after siblings and children of employees have been enrolled, the school conducts a general lottery within one week after expiration of the Open Enrollment period. All applications for each such grade(s) from current residents of Minnesota received before the expiration of the Open Enrollment Period are included in the general lottery. Applicants may only apply for admission into the one grade/class level into which the applicant will matriculate the next school year. Students must submit an application to the grade that the student would enroll in if enrolled in the student's resident district. If a discrepancy arises, documentation must be provided from the resident school district verifying the appropriate grade of the student. If no documentation is available, grade applications should be made according to the following table:

Grade	Age on September 1st of the School Year
7	12 or 13
8	13 or 14
9	14 or 15
10	15 or 16
11	16 or 17
12	17 or 18
Transition Program	18 to 21

***This table only applies to students who do not or cannot produce evidence of a valid grade placement for the year in which the student would enroll at Lionsgate.***

5. Lionsgate Academy conducts all lotteries through a method of random selection. Students are admitted to the school in the order in which they are numbered in the lottery in accordance with Minn. Stat § 124E.11 subd 3(b).
6. **Waiting List:** There is one waiting list with two determinations of preference. Students who are siblings of currently enrolled students are given preference over all other students on the waiting list. The students of current employees are given next priority on the waiting list. Students who are children of current employees have priority over the general waiting list, but not over siblings on the waiting list. A student may only be kept on the current employees waiting list while their parent is employed at Lionsgate Academy. All other students are put on the waiting list after those with a preference and after all open places in grades are filled. The order of the waiting list is determined by the random numbering from the lottery. Applications received after the lottery are added to the end of the applicable waiting list for each such grade, in the order received. The general waiting list does not carry over from year to year.

A student may simultaneously be on two separate waitlists for two separate academic years, i.e., if a student is not accepted by July 1 of any year, that student can re-apply to Lionsgate Academy for the next academic year without giving up his/her position on the current academic year waitlist.

The school board reserves the right to close admission.

7. **Acceptance of Offer of Admission:** Students are offered admission, or notified of status on the waitlist, by letter. Submitting an application to Lionsgate Academy will not take a student out of their current school until registration is completed, nor will the current school be notified until Lionsgate Academy receives an acceptance of an offer of admission.

Upon acceptance of an offer of admission, by the deadline specified in the Offer of Admission letter, the student is considered enrolled at Lionsgate Academy. If

Lionsgate Academy does not receive a response of acceptance by the specified deadline, the student is placed at the end of the waiting list. Families will be notified of their number on the waitlist by letter. Acceptance may be withdrawn if any information submitted on the application is false, including the grade to which the student applied. If the age of the student does not fall within the age range outlined in paragraph II.B.4, the application is null and void and any offer of admission is withdrawn.

E. Registration of Enrolled Students:

1. **Records Request:** Upon acceptance of an offer of admission, Lionsgate Academy requests academic records, transcripts, schedules, standardized test results, most recent 3 year evaluation, and special education records, if any. Lionsgate Academy includes a Consent to Release Records form to be signed and returned with the acceptance letter, although Lionsgate does not need such a form in order to request school records.

Pursuant to Code of Federal Regulations 34 § 99.31(a)(2) and Minn. Stat. § 13.32 Subd. 3(e), generally, education data cannot be released without the consent of a parent or eligible student (a student who is 18 or attending a postsecondary institution). One exception is that a school district can release education data to school officials in another district where a student seeks or intends to transfer or enroll, or where a student already is enrolled as long as the release is for purposes related to the student's enrollment or transfer.

2. **Program Preparation:** In order to best serve the student, upon receipt of school records, Lionsgate Academy prepares for the student's first class day through several planning measures.
  - a. **First Enrollment Meeting:** Lionsgate Academy invites the student's family and the student to meet with administration to discuss the student's transition to Lionsgate Academy. At this time Lionsgate Academy schedules an optional, half-day for the student to shadow a current student. Lionsgate staff also arrange to observe the student in his/her current academic setting when possible.
  - b. **Second Enrollment Meeting:** Following the observation and optional student shadow described above, Lionsgate Academy invites the student's family to meet with administration a second time to discuss the results of the student's experience and the observations of the supports in the student's current school placement. All families are required to complete federal, state, and school registration forms prior to a student's first day of attendance at Lionsgate Academy and can obtain required paperwork at this time. Additionally, Lionsgate Academy schedules a Registration Day each fall prior to the start of school.

F. Location of Service and Educational Placement

Upon enrollment all students with a disability will receive services comparable to those in their current IEP. Once a student has accepted admission, any placement

decision is made by the IEP team, including parents, and reviewed annually in accordance with state and federal special education law. Should the student be placed in another district or setting by the Lionsgate Academy IEP team, the student remains enrolled in Lionsgate and will receive services, on-site or off-site, based on the IEP team's placement decision.

**G. Declination of Admission**

If a family declines admission to Lionsgate Academy after an offer of admission is made, the student's name will be removed from the waitlist. If a family declines admission and then chooses to re-apply, the Open Enrollment Period criterion applies, and the student will be considered for admission for the next academic year. Lionsgate Academy in no way suggests, urges, nor compels either declination of admission nor disenrollment of its students.

**H. Enrollment Limitations**

Enrollment limitations comply with Minn. Stat §124E.11 subd 3(c). Also, the LGA Board of Directors has determined that only current residents of Minnesota may be included in the lottery.

**References:**

*Minn. Stat. Sec. 124E.15 Transportation*

*Minn. Stat. § 363A.13*

*Minn. Stat. § 363A.14*

*Title VI of the Civil Rights Act of 1964*

*Title IX of the Education Amendments of 1972*

*Section 504 of the Rehabilitation Act of 1973*

*Title II of the Americans with Disabilities Act of 1990*

*Part B of the Individuals with Disabilities Education Act (IDEA)*

*MDE Guidance regarding Students with Special Needs attending a Charter School Outside their Residence District*