

Adopted: 12/19/11

Yinghua Academy Policy YA-010

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## YA 010 Admissions and Lottery Policy

### (1) **Definitions:**

- a. Admission: The process of a student applying for enrollment. Admission is subject to capacity (see Paragraph 3.c.). A student must be admitted before the student may enroll.
- b. Admitted student: A student who submitted a timely application for enrollment (i.e., during the open enrollment period) and who is offered a seat.
- c. Enrollment: The process of a student accepting a seat, which was offered.
- d. Enrolled student: An admitted student who accepted a seat, which was offered, by timely submitting enrollment paperwork.
- e. Sibling: One of two or more individuals who have at least one parent or legal guardian in common, including a foster child of that pupil's parents.
- f. Staff: a person employed by the school.

(2) **Enrollment Eligibility:** Enrollment at Yinghua Academy is open to any child who resides in a Minnesota school district. Yinghua Academy does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, status with regard to public assistance, disability, sexual orientation, gender identity and expression, age, nor any other protected class. The school also makes reasonable accommodations for students with disabilities, special needs, and limited English proficiency.

(3) **Knowledge of Chinese Language:** Chinese language proficiency is not a legal requirement to enroll at Yinghua Academy.

### (4) **Each school year, the Board:**

- a. Establishes the open enrollment period applicable to the following school year's admissions by October 1st.
- b. Publishes by December 15<sup>th</sup>:

- i. Yinghua Academy's enrollment application applicable to the following school year, and
  - ii. This Admissions and Lottery Policy.
- c. Establishes and publishes by February 1st the Available Capacity by Grade form applicable to the following school year. The available capacity by grade is established as a set number for each grade; however, the school will grant automatic admission/over-admission to currently enrolled students, siblings of currently enrolled students, and children of staff employed at the school if applications are received during open enrollment or at the time of employment.

(5) **Notice to Parents of Currently Enrolled Students and Staff Employed at the School:** Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment period to parents of currently enrolled students and staff so that siblings of currently enrolled students and children of staff may submit a timely application.

(6) **Application Processing:** One application must be submitted for each student (including siblings from multiple births, i.e., twins, triplets, etc.). Each enrollment application received is date-stamped for record keeping. There is no application or waiting list carry-over from year to year. Applicants must submit a new application during each open enrollment period (once a year).

(7) **Admission for Applications Received During Open Enrollment:** All applications received during the open enrollment period are automatically admitted (i.e., offered a seat) unless more applications are received than the available capacity established by the Board for the applicable grade(s). In this situation, siblings of currently enrolled students and children of staff employed at the school are admitted and all other submitted applications for such grade(s) are placed in the lottery. Any child enrolling after the start of the school year and his/her parents/guardians are encouraged to attend an informal interview with the Academic Director, or other person designated by the Academic Director, to mutually share information about the program and child.

a. **Siblings of Enrolled Students:** Siblings, who submit an application before the expiration of the open enrollment period, of currently enrolled students are automatically admitted even if their admission and subsequent enrollment exceeds the available capacity established by the Board for the applicable grade(s).

b. **Children of Staff Employed at Yinghua Academy:** Children of staff employed by the school who submit an application before the expiration of the open enrollment period or during the time of employment, are automatically admitted even if their admission and subsequent enrollment exceeds the available capacity established by the Board for the applicable grade(s).

c. **General Lottery:** If the number of applications received during the open enrollment period exceeds available capacity established by the Board for any grade (and after siblings of enrolled students who submitted timely applications are already admitted, and after all children of staff employed at the school who submitted a timely application are already admitted), the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings of already enrolled students and excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the

order in which they are drawn in the lottery, as long as there is available capacity as determined by the Board for the applicable grade(s). If all available capacity in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted once the student becomes an enrolled student. The School conducts all lotteries through a method of random selection.

(8) **Admission for Applications Received Outside of Open Enrollment:**

a. **Lateral Entry for Grades K, 1 and 2:** In the application order received, a student who submits an application outside of the open enrollment period is automatically admitted if capacity exists in the respective grade as established by the Board pursuant to Paragraph 4.c. If there is no available capacity in the grade applied for, applications are added to the applicable waiting list for each such grade in the order received.

b. **Lateral Entry for Grades 3 through 8:** In the application order received, a student who submits an application outside of the open enrollment period is automatically admitted, if the following are met:

1. Admission occurs before the end of the first term, and
2. Capacity exists in the applicable grade as established by the Board pursuant to Paragraph 4.c.,

If there is no available capacity in the grade applied for, applications are added to the applicable waiting list for each such grade in the order received. At the end of Term I: no students will be admitted in grades 3-8, the application window will end, and no more applications will be accepted for these grades.

c. **Lateral Entry for Siblings and Children of Staff:** Applications from siblings of current students, children of staff employed by the school are admitted pursuant to paragraphs 7.a. and 7.b.

(9) **Enrollment Notification Process:** Parent/guardian will receive notification of an enrollment opening (for a student on the lottery wait list or a lateral entry) by email, phone, or letter. Procedures and timing for response to the offer of enrollment will be provided in the communication. Students who decline will be removed from the waiting list. A failure to follow enrollment procedure and timing for response to the offer of enrollment constitutes a decline and the student will be removed from the wait list. It is the responsibility of parents/guardians of students on wait lists to keep Yinghua Academy informed of current contact information. Once the decision has been made to enroll, the parents/guardians must provide the current report card or transcript from the student's previous school, and inform staff if the student is receiving services on a 504 plan or receiving special education services.

See also: *Lottery Procedures for Admission at Yinghua Academy*