

**TWIN LAKES STEM ACADEMY
ADMISSION POLICY (591)**

I. PURPOSE

The purpose of this policy is to explain how Twin Lakes STEM Academy will decide whom to enroll as pupils in the school for all grade levels served by the school, Kindergarten through 8th Grade.

II. GENERAL STATEMENT OF POLICY

Twin Lakes STEM Academy follows Minnesota Statutes 124.E.11 in its enrollment practices.

A. A charter school may limit admission to:

(1) pupils within an age group or grade level;

a) Twin Lakes STEM Academy does not accept applications for kindergarten students who are not age five on or before September 1st of the school year for which the student seeks admission.

b) Students who are not age five on or before September 1st, but reach age five on or before October 15th of the school year for which the student seeks admission, may seek conditional Kindergarten enrollment by meeting guidelines of the school's Early Entrance and Grade Acceleration Policy (590).

(2) pupils who are eligible to participate in the graduation incentives program under section 124D.68; or

(3) 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.

B. A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish a lottery policy and process that it must use when accepting pupils by lot.

C. A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.

D. Enrollment preference is given to Minnesota resident pupils over pupils who do not reside in Minnesota. A pupil who does not reside in Minnesota needs to apply annually for enrollment.

E. A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this subdivision.

F. Admission to a charter school must be free to any eligible pupil who resides within the state.

G. The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

H. Students who reside in Minnesota are considered enrolled in the school year to year until the parent or legal guardian formally withdraws the student, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act.

III. PROCEDURES

A. Information regarding enrollment deadlines and procedures will be published on the school's Application Form and school website. Information about Minnesota Statute 124D will be included on the form.

B. Each year Twin Lakes STEM Academy will inform the public of the deadline for submitting Application Forms for admissions for the following school year.

C. Twin Lakes STEM Academy will annually publish a date for its initial annual lottery for admission for the following school year.

D. The Director and another administrator will conduct the lottery on the designated date.

E. Spaces that open after a class is filled through the initial lottery will be filled by lot from available applicants at the time the space is made available.

F. Families will be notified by mail regarding their child's status during the admissions process.

Adopted: 12/02/14

Revised: 2/3/15, 6/5/25