



Student Enrollment and Lottery Policy

Policy Number: 505

Adopted:

Revised: 04.26.2023, 02.26.2025

I. Purpose

The purpose of this policy is to establish fair and transparent procedures for student enrollment at Rochester Math and Science Academy (RMSA) in accordance with Minnesota Statutes, section 124E.11, which governs charter school admissions and lotteries.

II. General Admission Policy

RMSA is a public charter school open to all students in grades K-12, regardless of race, ethnicity, gender, religion, disability, status, or prior academic achievement. Enrollment is conducted on a first-come, first-served basis, except in instances where the number of applications exceeds the capacity of a grade level or the school as a whole. In such cases, a lottery process will be used to determine admission.

III. Enrollment Preferences

As permitted under Minnesota Statutes, section 124E.11, RMSA gives enrollment preference in the following order:

1. Siblings of currently enrolled students (including foster siblings, step-siblings, and biological siblings residing in the same household).
2. Children of the school's staff (limited to 10% of the total enrollment).
3. New applicants who have submitted a completed enrollment application by the stated deadline.

IV. Enrollment and Application Process

1. Application Period

- RMSA will announce an open application period each year for the following school year. The application deadline will be clearly communicated to the public via the school's website, community outreach efforts, and other appropriate channels.
- Applications received after the deadline will be placed on a waiting list in the order received.

2. Lottery Process

- If the number of applications exceeds available spots in any grade, a public lottery will be conducted to determine admission.
- The lottery will take place on a publicly announced date and time, witnessed by school officials and open to the public.

- Names will be drawn randomly and assigned to available seats.
- Once all available seats are filled, remaining applicants will be placed on a waiting list in the order drawn.

V. Notification and Enrollment Confirmation

- Parents/guardians of students selected through the lottery will be notified via email and/or mail within five business days of the lottery.
 - Families must confirm acceptance within 10 business days of receiving notification.
 - If a family declines or fails to respond within the deadline, the spot will be offered to the next student on the waiting list.

VI. Waiting List Policy

- The waiting list will be maintained for the school year but will not carry over to the following academic year.
 - If an opening becomes available, students will be admitted in the order they appear on the waiting list.
 - Families on the waiting list will be notified immediately if a seat becomes available and must confirm enrollment within five business days.

VII. Non-Discrimination Statement

RMSA's enrollment policies comply with Minnesota Statutes, section 124E.11, ensuring that all students are admitted without regard to race, color, creed, national origin, gender, sexual orientation, disability, or any other protected class.

VIII. Review and Updates

This policy will be reviewed annually by the school board and updated as necessary to ensure continued compliance with state regulations and best practices for equitable student enrollment.