
PROGENY ACADEMY

POLICY #591: ADMISSIONS WITH ENROLLMENT

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at Progeny Academy so that families will have information to make decisions on enrollment in the school.

II. DEFINITIONS

- Parent – The term “parent” as used in this policy refers to the legal guardian of a student as defined in State statute.
- Progeny Academy Charter School – Progeny Academy Charter School may also be known as PACS throughout this document.
- On-Campus Program – This program covers all students participating in the on campus/traditional instruction where they meet face-to-face with the teacher on scheduled student contact days.

III. GENERAL STATEMENT OF POLICY

This policy establishes guidelines for admission into Progeny Academy Charter School that are consistent with the admission requirements of Minnesota Statutes §124E.11 and other applicable laws.

IV. LIMITATIONS ON ENROLLMENT

A charter school, including its preschool or prekindergarten program established under section 124E.06 subdivision 3, paragraph (b) may limit admission to:

1. Pupils within an age group or grade level;
2. Students who are eligible to participate in the graduation incentives program under Minnesota Statutes §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.
4. Students who are not Minnesota residents may apply; however, enrollment is subject to applicable law, including residency verification and any tuition requirements. The school may require annual residency verification as part of the enrollment process.

V. GENERAL ENROLLMENT PROVISIONS

- A. Progeny Academy Charter School is a public school and pursuant to state law, must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further described in section VII.
- B. In accordance with Minnesota Statute, Progeny Academy must give enrollment preference to a (1) sibling of an enrolled pupil and (2) to a foster child of that pupil's parents and may give preference for enrolling (3) 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.
- C. Progeny Academy Charter School shall not discriminate against any student based on race, color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.
- D. Progeny Academy Charter School shall not seek any information about any applicant that may be used to discriminate against the applicant in either school's policies or governing laws. The admissions application collects only information necessary to determine eligibility and conduct the lottery. This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been accepted.
- E. Notwithstanding any other provision of this policy to the contrary, in compliance with the requirements of the Minnesota Department of Education and with the 2011 settlement agreement in ACLU v. TiZA, et al. litigation, Progeny Academy Charter School shall not select students based on religious preference.
- F. Progeny Academy Charter School will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student unless required to do so by Minnesota's Pupil Fee Law.
- G. Progeny Academy Charter School will work closely with students who are offered protections through the McKinney-Vento Homeless Assistance Act to support the student enrollment process. In accordance with the McKinney-Vento Homeless Assistance Act and applicable state law, students experiencing homelessness and students in foster care will be immediately enrolled even if the student or family cannot provide documentation typically required for enrollment.
- H. Once a student is admitted and enrolled, the student remains enrolled through the end of the school year and may continue enrollment in subsequent years unless the student voluntarily withdraws, transfers to another school, or is dismissed in accordance with the Minnesota Pupil Fair Dismissal Act and other applicable law. The school will follow all due process requirements for suspension, exclusion, or

expulsion, and dismissal decisions will not be based on academic performance (Refer to District Policy #507).

VI. APPLICATION AND ENROLLMENT PROCEDURES

- A. Interested families will submit applications up until the lottery date or determined deadline. The Board of Directors may change the deadline for applications for the next school year by resolution without changing this policy.
- B. Progeny Academy Charter School will accept applications for admission approved grade levels for which up to 24 Students will be accepted per classroom. The Board of Directors may increase one or more grades' capacity as long as school-wide capacity is maintained, by resolution and without changing this policy prior to the date on which applications close.
- C. Formal recruitment of incoming students will begin before or during January of each year. The school will encourage families to meet with the faculty, staff and/or board members to discuss the value of Progeny Academy Charter School, and its expectations of students and their families.
- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of three lists by grade: (a) a preference list of students given first priority to siblings or foster children of the student's parents, (b) Second priority of Staff children, c.) All remaining students. All lists will be randomized and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full.
 - 1. This lottery will be held no later than May 15th, after the student application deadline.
 - 2. Notice of the lottery will be made public via website and local news outlets or other means deemed necessary.

VII. LOTTERY

- A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. Siblings/Fosters of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be randomly selected by grade level and then offers of enrollment will be made in the order drawn.
- C. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the general waiting list.

- D. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in order for the remaining seats available.
- E. Minnesota resident students are not required to reapply once enrolled.
- F. Out-of-State-Students: Students who are residents of the state of Minnesota will have preference over students who reside outside of Minnesota. Progeny Academy may serve a resident of another state. However, that student would not be eligible for Minnesota state aid. Progeny Academy may charge the family tuition at whatever rate the two entities agree to. The school is not obligated to serve a student who is a resident of another state. Residents of other states must reapply to re-enroll to Progeny Academy annually, meaning that re-enrollment is not guaranteed.
- G. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Progeny Academy Charter School, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- H. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

VIII. STUDENT RECRUITMENT ACTIVITIES

- A. Progeny Academy Charter School shall actively promote itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the Board of Directors.
- B. In accordance with its marketing strategy, Progeny Academy Charter School may use the measures below, among others, to recruit student applicants.
 - 1. Post flyers and notices in local newspapers and/or blogs and online newspapers.
 - 2. Post the admissions policy and application (available for download) on the school's website.
- C. Progeny Academy Charter School will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

IX. KINDERGARTEN AND FIRST GRADE ADMISSIONS

- A. Progeny Academy Charter School does not accept applications for kindergarten students who are not age five on or before September 1st of the year they are seeking admission.
- B. Children whose fifth birthday on September 2 or thereafter through November 30

may be considered for admission to kindergarten based upon an assessment procedure that is described in this policy and policy 536 AND only after all eligible September 1 students are enrolled.

- C. Progeny Academy Charter School does not accept applications for first grade students who are not age six on September 1st of the year in which the student seeks admission unless that student has completed kindergarten.

- D. Underage Children Previously Enrolled in School, but Entering Progeny Academy Charter School for the First Time:

A kindergarten child moving into the school district during the school year from another school district that does not have identical entrance requirements, may be allowed to continue his/her education in this school district. Children who have attended kindergarten for a year in a public or nonpublic school may be admitted directly to the first grade even though they are underage according to our admission policy.

- E. Kindergarten students are required to present a birth certificate or other of birth date before they are enrolled.

- F. First Grade Admission of Children Not Previously in School.

If a child is six years old on or before September 1 of the present school year, the child should be placed in first grade unless there are some obvious signs of immaturity.

For more information regarding early admission and enrollment procedures at PACS, please refer to [policy 534 Age of Entrance and Procedures](#) located on the school's website and in the main office.

Legal References: Minn. Stat. §124E.11 subd. 9 (Admission Requirements) Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees); Laws of Minnesota 2023, chapter 55, article 6, section 10

ADOPTED: September 16, 2017

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