



POLICY 509 – ADMISSION AND ENROLLMENT

I. PURPOSE

The purpose of this policy is to set forth admission and enrollment procedures that Parnassus Preparatory School (“the School”) utilizes.

II. GENERAL STATEMENT OF POLICY

Admission to the School is open to all Minnesota students, without regard to intellectual ability, measures of achievement or aptitude, athletic ability, race, religion, or any other factors contained in Minnesota Statute section 363A.13, as amended.

Parnassus policy also fully aligns with Minnesota Statutes, section 124E.11 (c), where Parnassus Preparatory School gives enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and preference for enrolling children of the school's staff if there are available seats for the grade before accepting other pupils by lottery.

In compliance with Minnesota Statute 124E.17, the School must disseminate information about the School's offerings and enrollment procedures to families that reflect the diversity of Minnesota's population and targeted groups. Targeted groups include low-income families and communities, students of color, students at risk of academic failure, and students underrepresented in the School's student body relative to Minnesota's population. The School must document its dissemination activities in the School's annual report. The School's dissemination activities must be a component of the authorizer's performance review of the school.

III. ENROLLMENT

1. The Board will establish maximum enrollment by level.
2. The Board will establish the enrollment period for the following school year.
3. The Board will publish its admission and lottery procedures before open enrollment commences for the following school year.
4. The School or any agent of the School must not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a School.
5. Parents and staff will be provided notice of the open enrollment period so that siblings and foster siblings of enrolled students and children of staff may submit an application.
6. Siblings and foster siblings of currently enrolled students who complete and submit an application by the end of the open enrollment period are automatically enrolled if there are available seats in the level. If the number of siblings and foster siblings exceeds the number of available seats in the level, a sibling lottery will be held to identify admitted students and to establish the order of the sibling waiting list for that level. If all seats in the level are filled by siblings and foster siblings, the

lottery will continue to establish the sibling waiting list, which will have preference over the general waiting list and the staff children waiting list.

7. Children of staff employed at the School who complete and submit an application by the end of the open enrollment period are automatically enrolled, provided all siblings and foster siblings of currently enrolled students who submitted a timely application have been enrolled, and provided there are available seats in the level. If the number of children of staff exceeds the number of available seats in the level (after all siblings and foster siblings of currently enrolled students are admitted), a staff children lottery will be held to identify admitted students and to establish the order of the staff children waiting list for that level. The staff children waiting list will have preference over the general waiting list. 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.
8. All enrollment applications received will be date and time stamped.
9. General Lottery: All applicants who complete and submit an application by the end of the open enrollment period are automatically enrolled unless more applications are received than the maximum enrollment established by the Board for that level. In this situation, all submitted applications for that level will move to the lottery, except that siblings and foster siblings of currently enrolled students and children of staff employed at the School will have preference. If the number of applications received during the open enrollment period exceeds the number of available seats at any level, the School will conduct a general lottery. The first general lottery conducted will be the highest level for which seats are available. Once all seats in each level are filled, the lottery continues and establishes the general waiting list for that level in the order drawn, until all names are drawn.
10. If a student is selected for enrollment through the general lottery, any siblings, and foster siblings of the selected student (who are also in the lottery) will receive sibling preference only after the selected student has submitted completed enrollment paperwork.
11. Applications received after the open enrollment period expires are automatically enrolled if there are available seats in the grade, in the order in which they are received. If there are no available seats in the grade, applications received after the open enrollment period expires are added to the waiting list for that grade, in the order in which they are received.
12. The School will conduct all lotteries through a method of random selection.
13. Notwithstanding any provisions to the contrary in this Enrollment Policy, the School reserves the right to refuse to allow a pupil who is expelled from another school to enroll during the term of the expulsion if the student was expelled for:
 - a. possessing a dangerous weapon, as defined by United States Code, title 18, section 930, paragraph (g)(2), at school or a school function;
 - b. possessing or using an illegal drug at school or a school function;
 - c. selling or soliciting the sale of a controlled substance while at school or a school function;
or
 - d. committing a third-degree assault as described in Minnesota Statutes section 609.223, subdivision 1.
14. Once a student who resides in Minnesota is enrolled in the School in Prima (kindergarten) through Fourth Level of Rhetoric (grade 12), the student is considered enrolled in the School until the student formally withdraws, 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 in Minnesota Statutes, sections 121A.40 to 121A.56.

IV. GENERAL ADMISSION

A. Order of Admission

Siblings and foster siblings of Currently Enrolled Students, Children of Staff Employed at the School, General Admissions.

B. Waiting List

No waiting list or application for enrollment carries over from year to year: each waiting list is “redrawn” during each admission process each year and a new application must be submitted each year.

C. Multiple Births

If multiple birth siblings (twins, triplets, etc.) apply for admission, a separate application record should be completed for each student. In an enrollment lottery, each student receives an individual number/lot in the lottery.

D. New Student Grade Retention or Advancement

Students who are enrolled in a Minnesota public school will not be grade advanced or retained unless Parnassus receives a written recommendation from the Principal of the school the child was previously attending, along with records indicating the reason for the grade retention or advancement.

E. Early Admissions

A child admitted to Prima (kindergarten) must be five years old or older on September 1 of the school year in which the child applies for entrance. A child admitted to the First Level of Grammar (1st Grade) must be at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed Prima (kindergarten) in another Minnesota public school.

Parnassus does not have a process for early admission to Prima. If an underage child is transferring from a kindergarten program in a public school in Minnesota, Parnassus will verify that the child was enrolled through early admission procedures. After verification through school records, the child may continue in that level (Prima) at Parnassus. If an underage child is transferring from a public kindergarten in another state, the child may continue in Prima (kindergarten) pending receipt of school records. In either circumstance, close monitoring of the child’s progress will occur. If an underage child is transferring from a non-public school kindergarten, or homeschool, the child will not be allowed to enroll at Parnassus during that academic year.

Legal References

1. Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
2. Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)
3. Minn. Stat. § 124E.17 (Charter School Information)
4. Minn. Stat. § 363A.13 (Educational Institution)
5. Minn. Stat. § 609.223, subdivision 1.
6. United States Code, Title 18, § 930 (g)(2)