

**Policy Name:** Endazhi-Nitaawiging Student Admissions and Enrollment Policy

Adopted: February 24, 2022

**I. Purpose**

To ensure that all students who are interested in attending Endazhi-Nitaawiging have a fair opportunity at being admitted, and to define the processes of selection if applications for admission exceed Endazhi-Nitaawiging enrollment capacity.

**II. General Statement of Policy**

A. As used in this policy, “admission” is when a student is accepted to attend Endazhi-Nitaawiging, and “enrollment” is when the student is assigned to a grade.

B. Endazhi-Nitaawiging practices an enrollment process that is fair and balanced. Endazhi-Nitaawiging will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124E.11.

C. Endazhi-Nitaawiging 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. Endazhi-Nitaawiging shall not seek any information about any applicant that may be used to discriminate against them, against either Endazhi-Nitaawiging’s policies or governing laws. This does not preclude Endazhi-Nitaawiging from seeking such information for a lawful purpose about a student after the student has been admitted.

**III. Admissions Period and Policy**

A. Formal recruitment of incoming students will begin before or during January of each year. Endazhi-Nitaawiging will broadly advertise its open registration period. Endazhi-Nitaawiging will encourage families to meet with the faculty, staff and/or board members to discuss the value of Endazhi-Nitaawiging and its expectations of students and their families.

B. Interested families will submit applications beginning January 1 and ending April 30 at 5:00 p.m. The Board of Directors (BOD) may change any year’s deadline by resolution without changing this policy.

**IV. Lottery**

A. If the number of student applicants exceeds Endazhi-Nitaawiging capacity, a lottery selection process will be used to enroll students.

1. This lottery will be held after the application deadline of April 30 and prior to the second Friday of the month of May.



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2. The lottery will be open to the public.
3. The date will be posted on our school calendar and on the school website.
4. Notice of the lottery will be made to families of student applicants directly.
5. Enrollment offers will be sent by mail and/or email to all families that are awarded a spot through the enrollment process. All other families will receive notification of their waiting list position.
6. Student's will remain on the waiting list until the next enrollment period. In order to be considered for enrolment the following year, families must re-submit their application by April 30 of the following year to be included in the lottery process.

B. Lottery preference as defined by Minnesota State Statute will be abided, sibling/foster student hold primary enrollment preference, followed by children of staff. 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.

C. Any child eligible to receive enrollment preference must also submit an application for enrollment. Preference placements may only be made if the application is submitted by April 30.

D. Enrollment applications received after April 30 will be considered after the lottery is held and wither enrolled or placed at the end of the waiting list for the particular grade level in the order they are received. Applications received after April 30 of students with priority preference will be placed at the top of the waiting list in the order they are received. Families will be informed of their position on the waiting list.

E. A Board of Directors representative will conduct the lottery to determine enrollment and waiting lists at each level.

1. Conducting the lottery means operating the instrument used for randomized selection, and selecting the number representing the student applicant.
2. The lottery instrument shall be open to inspection to any person for its legitimacy, so electronic random number generators shall not be used.
3. Endazhi-Nitaawiging personnel shall not conduct the lottery for any grade. Any person from a family with a student applicant shall not conduct the lottery for the applicant's grade.

## **V. Student Recruitment Activities**

A. Endazhi-Nitaawiging shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the Endazhi-Nitaawiging.



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B. In accordance with its marketing strategy, Endazhi-Nitaawiging may use the measures below, among others, to recruit student applicants.

1. Send mailings to residents in a 30-mile geographical radius of the school;
2. Post flyers and notices in local newspapers, supermarkets, community centers;
3. Visit local organizations in surrounding neighborhoods;
4. Notify via e-mail all individuals who have provided their e-mail for notifications; and/or
5. Post the admissions policy and application (available for download) on Endazhi-Nitaawiging's website.

B. Endazhi-Nitaawiging will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

#### **VI. Voluntary Withdrawal**

A. Endazhi-Nitaawiging is a public school of choice for application and withdrawal. Students with their parent's permission may withdraw from Endazhi-Nitaawiging at any time.

B. Endazhi-Nitaawiging personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from Endazhi-Nitaawiging, as well as to seek solutions to any problems that arise from these discussions. If a parent still wishes to transfer their child to another school, Endazhi-Nitaawiging staff will make every reasonable effort to help the student find a school that better serves the family's desires. Endazhi-Nitaawiging will ensure the timely transfer of any school records to the student's new school.



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