

Policy 509: Admission and Enrollment

I. PURPOSE

The purpose of this policy is to establish clear and transparent procedures for student admission and enrollment at Wolf Creek Online High School. This policy applies to all students seeking admission and ensures compliance with Minnesota law. Wolf Creek Online High School accepts applications for students in grades 9 through 12.

II. GENERAL STATEMENT OF POLICY

- A. Wolf Creek Online High School serves students in grades 9 through 12 and provides a personalized and flexible online learning environment for Minnesota students.

Mission Statement

“To provide students with a personalized and flexible online education that prepares them for future success.”

Vision Statement

“To motivate and empower students to reach their full potential.”

- B. Admissions and enrollment procedures shall comply with Minn. Stat. § 124E.11 and all applicable state and federal laws.
- C. The school will maintain transparent and equitable admissions practices to ensure fair access for all eligible students.
- D. The school complies with the Minnesota Human Rights Act and does not discriminate based on race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.
- E. The school will conduct outreach to families that reflects the diversity of Minnesota, including historically underserved communities.

III. ENROLLMENT ELIGIBILITY

- A. Enrollment is open to any student residing in Minnesota who meets grade-level requirements (grades 9–12).
- B. Wolf Creek Online High School does not discriminate in admission or enrollment and does not limit admission based on intellectual ability, academic achievement, aptitude, athletic ability, or disability, except as permitted by law.

- C. The school will provide reasonable accommodations for students with disabilities and English learners.
- D. Admission will not be based on a student's eligibility for special education or participation in a specific program.
- E. Minnesota residents receive preference over nonresidents; nonresident students must reapply annually; tuition may apply.

IV. ANNUAL ENROLLMENT PROCEDURES

At the October School Board meeting each school year, the Board of Directors shall:

- A. Determine available enrollment based on staffing, projected enrollment, grade-level capacity, and the school's ability to provide educational services consistent with Minn. Stat. § 124E.11. This information will be documented in a board-approved Available Enrollment Capacity Report and used to guide the school's enrollment process.
- B. Establish the next open enrollment period.
- C. Publish available enrollment capacity and open enrollment information. Enrollment practices will remain consistent with Minn. Stat. § 124E.11.
- D. Publish and make available the enrollment application for the following school year, and this policy and the Lottery Policy (536).

IV. APPLICATION PROCESS

- A. A separate application is required for each student.
- B. All applications shall be date-stamped for recordkeeping purposes.
- C. Applications and waitlists do not carry over from year to year.
- D. Families of students who are not currently enrolled at the school must submit a new application each year to be considered for enrollment.

V. ADMISSION DURING OPEN ENROLLMENT

- A. All applications received during the open enrollment period will be accepted unless they exceed available capacity.
- B. If applications exceed available capacity, the school will apply enrollment preferences consistent with Minn. Stat. § 124E.11; and conduct a lottery in accordance with Policy 536.
- C. A lottery will be conducted using a fair and random selection process.

- D. Students will be offered admission based on the results of the lottery.
- E. Remaining applicants will be placed on a waitlist in lottery order.

VI. ADMISSION OUTSIDE OF OPEN ENROLLMENT

- A. If capacity exists, students may be admitted on a rolling basis.
- B. If no capacity exists, applicants are added to the end of the waitlist.
- C. Enrollment preferences consistent with statute will apply to the order of the waitlist.

VII. ADMISSION WITHOUT LOTTERY

If applications do not exceed capacity, all eligible applicants will be admitted.

VIII. LOTTERY REQUIREMENT

If applications exceed capacity, the school will conduct a lottery in accordance with Minn. Stat. § 124E.11 and Policy 536.

IX. ENROLLMENT PREFERENCES

The school will apply enrollment preferences consistent with Minnesota law prior to the lottery:

- i. Minnesota residents
- ii. Siblings of enrolled students (including foster children of the parents or guardians of enrolled students)
- iii. Children of school staff, as permitted under Minn. Stat. §124E.11 and the school's charter contract. Staff members eligible for enrollment preference must be employed at the school for at least 480 hours during a school calendar year.

X. LOTTERY SELECTION

- A. Each eligible applicant will be assigned a number.
- B. Numbers will be randomly drawn to determine admission and waitlist order.
- C. Students will be offered admission in the order drawn until available capacity is reached.
- D. Remaining applicants will be placed on a waitlist in that order.

XI. WAITLIST PROCEDURES

- A. Students will be admitted from the waitlist in the order established by the lottery.

- B. Applications received after the open enrollment period will be added to the end of the waitlist in the order received.
- C. Waitlists do not carry over to subsequent school years.
- D. Families of students who are not currently enrolled must submit a new application each year to be considered for enrollment.

XII. ENROLLMENT NOTIFICATION AND ACCEPTANCE

- A. Parents/guardians will be notified of available seats.
- B. Notification will include a timeline to accept enrollment. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Wolf Creek Online High School, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- C. Families are responsible for maintaining current contact information.

XIII. ENROLLMENT REQUIREMENTS

Upon acceptance, students are considered enrolled in accordance with Minn. Stat. § 124E.11. Families may be asked to provide additional documentation, such as academic records, to support scheduling and services.

XIV. STUDENTS EXPERIENCING HOMELESSNESS

The school will ensure immediate enrollment for students experiencing homelessness in accordance with the McKinney-Vento Act, even if documentation is not immediately available.

XV. CONTINUING ENROLLMENT

- A. Once enrolled, students remain enrolled until:
 - i. Withdrawal,
 - ii. Transfer request,
 - iii. Written parent/guardian notice, or
 - iv. Expulsion under the Pupil Fair Dismissal Act.
- B. Currently enrolled students are not required to complete annual intent-to-return or reenrollment forms to maintain enrollment.
- C. **Legal References:** Minn. Stat. §§ 121A.40 – 121A.56

Minn. Stat. § 124E.11

Minn. Stat. § 124E.17

Minn. Stat. § 363A.13