

Venture Academy Enrollment & Admissions Policy

1. **Enrollment Eligibility:** Any child residing in a Minnesota school district is eligible to enroll in Venture Academy. Venture Academy does not discriminate on the basis of race, color, creed, religion, national origin, gender, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, or any other protected class. Venture Academy affirmatively welcomes and makes reasonable accommodations for students with disabilities, special needs, and limited English proficiency.
2. **The Board Will, Each School Year:**
 - a. Establish an admissions period of March 18 to May 19, 2013 for the 2013-14 school year, and establish that Venture will admit 105 students eligible for sixth grade for the 2013-14 school year.
 - b. Establish by October 1 the following school year's open enrollment admissions period
 - c. Publish by October 1:
 - i. The enrollment application for the following school year
 - ii. The school's Enrollment and Admissions Policy
 - d. By February 1, 2014, establish and publish the available enrollment by grade for the following school year. Available enrollment will be established as a set number for each grade; however, Venture Academy will grant automatic enrollment/over-enrollment to currently enrolled students, currently enrolled student's siblings, and children of Venture Academy staff members, subject to lottery as applicable.
3. **Notice to Parents of Currently Enrolled Students and Venture Academy Staff:** Before the open enrollment period begins, Venture Academy provides notice of the open enrollment period to parents of currently enrolled students and Venture Academy staff so that siblings of currently enrolled students and children of staff may submit a timely application.
4. **Intent to Return for Currently Admitted Students:** Prior to the start of the open enrollment period, Venture Academy asks that families complete and submit an Intent to Return form.
5. **Processing of Applications:** Families may only submit one application for each student. All applications are date-stamped and labeled sequentially designating the order in which they were received.
6. **Admissions for Applications Received During Open Enrollment:** Venture Academy automatically accepts all applications during the open enrollment period (i.e. admitted) unless more applications are received than the available enrollment for the applicable grade(s). In this situation, Venture Academy will place all submitted applications for such grade(s) into a lottery; however, siblings of currently admitted students and children of Venture Academy staff have preference.
 - a. ***Siblings of Admitted Students:*** Siblings of currently admitted students who submit an application prior to the end of the open enrollment period are automatically admitted unless the number of sibling applications exceeds the available enrollment for the applicable grade (s), in which case a sibling lottery will be held for each such grade. Siblings are admitted to Venture Academy in the order in which they are drawn in the lottery. Should all available enrollment in a grade be filled by siblings, the sibling lottery will continue and a sibling waiting list will be established. The sibling waiting list has preference over both the staff- children and general waiting lists. If a student is admitted through the sibling lottery and that student has one or more siblings also subject to a lottery, those siblings will be automatically admitted as long as available enrollment remains in the applicable grade(s).

b. *Children of Venture Academy Staff Members:* Children of Venture Academy staff members who submit an application prior to the end of the open enrollment period are automatically admitted provided that all siblings of already admitted students who submitted a timely application are admitted, and provided that there is available enrollment for the applicable grade(s). If the number of children of staff exceeds the available enrollment for any grade (and after all siblings of admitted students who submitted a timely application are admitted), a staff-children lottery will be held. Children of staff are admitted to Venture Academy in the order in which they are drawn in the lottery. Should all available enrollment in a grade be filled by children of staff, the staff-children lottery will continue and a staff- children waiting list will be established. The staff-children waiting list has preference over the general waiting list. If a student is admitted through the staff-children lottery and that student has one or more siblings also subject to a lottery, those siblings will be automatically admitted as long as available enrollment remains in the applicable grade(s).

c. *General Lottery:* If the number of applications received during the open enrollment period exceeds available enrollment for any grade (and after siblings of admitted students and children of Venture Academy staff who submitted timely applications are admitted or after the establishment of applicable sibling and staff-children waiting lists), Venture Academy conducts a general lottery. All applications for each such grade(s) (excluding applications for siblings of admitted students and children of Venture Academy staff) received before the end of the open enrollment period are included in the general lottery. Students are admitted in the order in which they are drawn in the lottery as long as there is available enrollment in the applicable grade(s). If all available enrollment in any grade is filled, the lottery continues and establishes a general waiting list for each such grade until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings also subject to a lottery, those siblings are automatically admitted so long as available enrollment remains in the applicable grade(s).

7. Admissions for Applications Received Outside of Open Enrollment:

a. *Lateral Entry:* A student who submits an application after the end of the open enrollment period is automatically admitted, in the order the application is received, so long as there is available enrollment in the applicable grade. When there is no available enrollment in a grade, applications are added, in the order received, to the applicable waiting list for each such grade. Applications by siblings of current students and by children of Venture Academy staff are given preference. The parents/guardians of a student seeking admission pursuant to this provision are strongly encouraged to meet with the school's academic director before admission to discuss enrollment expectations, starting date, transportation needs, and siblings who may be on the waiting list or want to be added to it.

b. *Lateral Entry/Lottery Enrollment Notification Process:* Venture Academy will notify parents/guardians by letter of an enrollment opening for a student on the lottery wait list or a lateral entry. Specific procedures and timing for responding to the offer of admission will be included in the letter. Should a student decline admission, they will be moved to the bottom of the appropriate waiting list. Failure to respond to an offer of admission will be considered a decline, and the student will be moved to the bottom of the appropriate waiting list. It is the responsibility of the parents/guardians of students on waiting lists to keep Venture Academy informed of any updated contact information. Once the decision to enroll has been made, the parents/guardians must provide the current report card/transcript from the student's previous school and inform Venture Academy staff if the student is receiving special education services or services on a 504 plan.

8. Venture Academy Conducts All Lotteries Through a Random Selection Method.

9. General Admissions Procedures:

a.) *Order of Admission:* Siblings of already admitted students, then children of Venture Academy staff, then general admissions.

- b.) *Waiting Lists*: Waiting lists do not carry over from year to year. Each waiting list is subject to a lottery and is redrawn during each year's admission process.
- c.) *Multiple Births (twins, triplets, etc.)*: Each student seeking admission must complete a separate application. In a lottery situation, each student receives an individual number in the lottery. Should there be one opening in a given grade and the next child on a waiting list for the same grade has a sibling on the same waiting list, all such children will be admitted and class sizes will increase to accommodate the enrollment.
- d.) *Lottery Grade Order*: Applicable lotteries occur from the highest grade to the lowest grade.