

WOODBURY LEADERSHIP ACADEMY

Adopted: August 12, 2014

Revised: May 2, 2016

Amended: December 19, 2017

538 ENROLLMENT ADMISSIONS POLICY

I. PURPOSE

Woodbury Leadership Academy follows Federal and State Department of Education regulations, guidelines, and practices regarding enrollment of all students. It is the policy of Woodbury Leadership Academy to comply with Federal and State laws prohibiting discrimination. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

II. DEFINITIONS

"Enrolled" means when the application is received and a student is placed in an open position within a grade level and enrollment forms has been received by the school.

"Enrollment Committee" will include at least one (1) board member, one (1) office staff and the Executive Director.

III. GENERAL STATEMENT OF POLICY

- A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.wlamn.org.
- B. All applications must be received by the school by the last business day in January. All applications will be stamped according to date and time received.
- C. If there are more applications received than available openings at any one grade level a lottery will take place on the first business day in February.
- D. Conditions for Enrollment:
 - 1. Students must be 5 years old by September 1st of the year in which they start kindergarten.

2. Students currently attending WLA do not need to reapply.
- E. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.
1. Any vacancy due to student withdrawal will be offered to the first student on the waitlist.
 2. If a student does not accept a position, s/he will forfeit his/her position on the waitlist, and the current position shall be offered to the next student on the list.
 3. A Student Withdrawal Form may be completed and returned by a parent/guardian to the Woodbury Leadership Academy business office. To obtain the Student Withdrawal Form, please contact the business office.
 4. Woodbury Leadership Academy will recognize a request of records from another school district with a parent/guardian signature as official notification of that student's withdrawal.
- F. If a lottery is needed, new applications will be generated by the enrollment committee
- G. Following a lottery, a waitlist for an upcoming school year shall be constructed and maintained until the next lottery date as follows:
1. Woodbury Leadership Academy shall maintain three preference lists, one for those with sibling preference, one for those with staff preference, and one for those with no preference.
 - a. These waitlists shall be exhausted in priority order:
 - All students on the sibling preference list are offered a seat prior to any student on the staff preference list.
 - All students on the staff preference list are offered a seat prior to any student on the general wait list.
 - After preference is given to both sibling and staff, the general wait list will be offered a seat.
 2. Students whose parents later accept an offer of full-time employment at Woodbury Leadership Academy may be moved to the bottom of the staff preference list.
 3. Students who submit a complete application for an enrollment to a grade level that is at capacity after the lottery date will be added to the bottom of the applicable preference list in the order in which the complete application was received.
- H. Students on a current year waitlist will not carry over into a lottery for the upcoming school year. If they have not accepted a seat prior to the next lottery, a new application will need to be received.
- I. Woodbury Leadership Academy may consider lack of response to an offer of enrollment a decline of the offer.
1. Necessary timelines for response will be outlined in offer letters and will be the same for all offers extended at the same time.

2. Timelines for response will be no less than five business days and no more than ten business days.

Note: The applicability and enforceability of this Policy 538 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.