

Admissions and Enrollment Policy  
Oshki Ogimaag Charter School

**Statement of Policy**

Oshki Ogimaag Charter Schools is a public school serving grades K-6 with no tuition for students who are residents of the State of Minnesota. In order to be considered for student enrollment, a completed application must be on file with the Oshki Ogimaag Administrative Office. Once a resident is admitted to Oshki Ogimaag Charter School, the students will be guaranteed enrollment for all subsequent elementary years as long as the enrollment is continuous.

**I. Definitions**

- **Parent:**  
The term “parent” as used in this policy refers to the legal guardian of a student as defined in State Statute.
- **Oshki Ogimaag Charter School:**  
Oshki Ogimaag Charter School may also be known as OOCS throughout this document.
- **Enrolled:**  
A student may be considered “enrolled” at OOCS upon their first day of actual attendance at OOCS.
- **Enrollment Coordinator**  
School employee given designation by school director.

**II. OPEN ENROLLMENT**

**A. Deadline**

All applications to be included in the lottery for the upcoming school year must be received by the school no later than April 1 (or the next business day if the 5<sup>th</sup> falls on a weekend or holiday). All applications will be stamped according to date received.

**B. Application**

Any parent/guardian who would like their child’s application to be included in the lottery each year following the initial lottery will need to check the appropriate box on the enrollment application. It is the parent’s responsibility to update the school with current contact information.

**C. Enrollment Preference Status (According to MN Statute):**

Preference for possible enrollment will be acknowledged and given to:

- Siblings of students currently enrolled and in attendance at OOCS.
  - Any child of a family unit related biologically, by marriage or adoption to one or both parents.

- Any child in 'long-term' placement within a foster-care situation.  
*Note: Parents must provide to OPCS documentation from their case manager, judge, or the court.*

### **III. General**

A completed Enrollment Application is required in order to be included in the annual lottery and/or placed on the waiting list.

The lottery for all Grades K-6 will be held each April 5<sup>th</sup> (or the next work day if the 5<sup>th</sup> falls on a weekend or a holiday) to determine placement for the following school year. The lottery is open to observation by the public. On that date, all existing and newly received Enrollment Application, after being sorted by grade level, will be assigned a random number and placed sequentially by each grade to comprise the waiting list from which to fill the next year's class openings. Preference will be given to siblings of current OPCS students. This process will be overseen by the following: the school director, the Business Manager, one board member, and one school staff member (without children in the school). All staff witnesses will sign a form certifying the lottery results and process, which will be certified by the school board.

Students qualifying for preference, at any time after the lottery, who were included in the lottery, will be placed by their lottery number in the "preference section" of that grade's waiting list. Students who qualified for preference before or after the lottery but lose their preference qualification before being offered enrollment will be removed from the "preference section" and placed by lottery number in the "non-preference section" of that grade's waiting list. Students qualified for preference after the lottery was held who had not submitted an Enrollment Application (and have therefore not been assigned a lottery number) must submit a completed Enrollment Application before being placed at the bottom of the "preference section" for that grade on the waiting list.

Initial annual lottery results will be published on the school website with a unique identification number. Upon submitting an enrollment application each child will receive this number.

All new Enrollment Applications received since the previous year's lottery deadline will be included with current applications in the next lottery. Lottery results remain in place for openings the following school year.

Former students who have withdrawn and requested to remain on the waiting list will be subject to current lottery process. Openings for the upcoming school year will be filled as they become available.

**B. Accepting and Confirming Enrollment**

Parent notification of an enrollment opening will be by phone or email. Once contact is made, parents have 48 hours to:

1. Accept, or
2. Decline and remain on the list (ROL) and be moved to the bottom of the list, or
3. Decline and be removed from the list.

After three documented attempts to contact the parent, if there is no response, the Enrollment Coordinator will move the names to the bottom of the list with a note indicating "No Response" and the dates contacted. The opening will then be offered to the next student on the list.

If the family responds after the opening has been filled, the student may be moved back up on the list according to the previous lottery number placement. They would become the next to be offered a position if one becomes available. If the family does not respond prior to the next lottery, the student will be removed from the list.

In order to have all students enrolled by the first day of school or the first day of a semester, the Enrollment Coordinator may use discretion prior to the start of a school year or the beginning of a semester with regard to the time allowed for families to make their decision to enroll. The timeline will not be less than 48 hours from the time that the Enrollment Coordinator has contacted a family.

**D. Enrollment of New Students**

Openings for grades K-6 will be filled on a grade-level basis. The Enrollment Coordinator will contact the first student next on that grade's waiting list who has not already been contacted for the current school year. Students must be eligible for enrollment in a public school per state statute in order to be eligible for enrollment at OCS.

The maximum number of students for each grade is as follows:

GRADE LEVEL	MAXIMUM NUMBER
K	10
1	10
2	10
3	10
4	10
5	10
6	10

**A classroom maximum of 20 students per classroom has been established.** If grade level maximum capacity has been reached, and room remains available within the classroom capacity, students will be enrolled per the lottery to fill remaining openings.

### **III. Student Withdrawal**

When a student withdraws from OOCS, a Withdrawal Form should be completed and returned by a parent to the Enrollment Coordinator.

### **IV. Non-Discrimination**

It is the policy of OOCS to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued herein, to the end that no persons in OOCS shall on the grounds of race, color, nationality, ethnic origin, religion, gender, marital status, status with regard to public assistance, age or disability to be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part time or full time, under any educational program, employment or activity operated by OOCS.