

2024 - 2025 Enrollment Procedures

Enrollment Disclaimer: Please note that any of these procedures and policies could change at any time given feedback or direction from the Minnesota Department of Education or as requested from our School Board.

Seven Hills Preparatory Academy (SHPA) will follow its established enrollment policy and procedure for the 2024 - 2025 school year. The Open Enrollment period for the 2024 - 2025 school year starts at **12:00am on November 1, 2023 and ends at 11:59pm on January 15, 2024. Applications must be submitted through SchoolMint during this Open Enrollment period to qualify for the lottery.** If an application is submitted after the deadline of the Open Enrollment period, the applicant will be placed at the bottom of the lottery-established wait list, in the order in which the application was received – no exceptions.

Current 2023 - 2024 SHPA Students and Enrollment

SHPA will assume all currently enrolled SHPA students, including current SHPA 5th grade families transitioning to SHPA 6th grade, intend to return to SHPA for the 2024 - 2025 school year. All SHPA students will remain enrolled (for rising grades 1-8) for the upcoming school year **unless** we receive one or both of the following departure indicators:

- Student Withdrawal Form that has been completed for the student and signed by a parent/legal guardian.
- A formal request for student records/transcripts from a different school.

If your student(s) **will not** be joining us for the 2024 - 2025 school year, please contact the respective enrollment coordinator to discuss termination of enrollment procedures:

Richfield/Burnsville Elementary Enrollment Coordinator – Ms. Rimstad: 612-314-7603 or lrimstad@shpamn.org
Richfield Middle School Enrollment Coordinator – Mr. Thao: 612-314-7604 or tthao@shpamn.org

Enrollment Procedures:

A. SHPA Campuses for Application

- 1) Burnsville Campus Elementary: Kindergarten through Fifth Grade
- 2) Richfield Campus Elementary: Kindergarten through Fifth Grade
- 3) Richfield Campus Middle School: Sixth through Eighth Grade

B. How to Apply

- To be included in the lottery you must enter our SchoolMint portal, create an account, and apply for the grade level(s) and campuses for the 2024 – 2025 school year, starting at 12:00am on November 1, 2023 through 11:59pm on January 15, 2024.
- SHPA will only accept online submissions through our SchoolMint portal. An electronic confirmation will be sent to the email address and/or a text to the phone number that you provide upon successfully applying through SchoolMint. If you do not receive a confirmation from SchoolMint, please contact the school office for which campus you are applying. **SHPA is not responsible for errors on applications submitted in SchoolMint.**

1. **New Applicants**: Parents/Guardians of new applicants will need to apply for their student(s) through our SchoolMint portal during the Open Enrollment Period in order to be considered for the lottery - November 1, 2023 through January 15, 2024.
 - If applying for a Kindergarten spot, **Minnesota law and SHPA require all students to be 5 years of age by September 1 of their Kindergarten year (no exceptions).**
 - If applying for twins/multiples or siblings in different grades, you will need to fill out a separate Enrollment Interest Form for each student.
 - **It is important to note that applying for more than one student, as a new applicant, does NOT qualify you for sibling preference (“Seven Hills Sibling attending”).**
 - If a sibling gets accepted, we will need to receive completed, verified paperwork for that student in order to activate sibling preference for the sibling enrolled in SchoolMint (“Dynamic Sibling Preference.”). The only exception will be for multiple births; we will keep all multiple births together.

Out of State Applicants: Minnesota Charter School Provision 124E.11 (c): "A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota."

Returning New Applicants: SHPA wait lists are only good for one enrollment year. Anyone who has previously applied to SHPA and was not accepted, will need to fill out a new application for the forthcoming enrollment cycle. **If you were on a wait list for the 2023 - 2024 school year, you will need to fill out a new application for the 2024 - 2025**

BLOOMINGTON CAMPUS: 8600 Bloomington Ave. S., Bloomington, MN 55425 | Office: (952) 426-6000, Fax: (952) 426-6020

RICHFIELD CAMPUS: 1401 West 76th Street, Richfield, MN 55423 | Office: (612) 314-7600, Fax: (612) 314-7609

www.sevenhillspreparatoryacademy.org

school year. In order to be included in the 2024 – 2025 lottery, you need to submit your application during the Open Enrollment Period (November 1, 2023 through January 15, 2024); utilizing the same SchoolMint account you created the previous year.

- 2. Current 2023-2024 SHPA Families with Siblings and SHPA Staff with Child(ren):** Any current SHPA student who has a new sibling entering grades Kindergarten through Eighth grade and are applying for either campus, will receive enrollment preference across campuses. This means, by going through the lottery process, you may be offered any opening(s) that may available ahead of applicants who have employee child(ren) preference or applicants without any preference/priorities. In order to qualify for potential open seats, a parent/legal guardian must apply through SchoolMint and indicate on the form that the family is a current SHPA family. This must be completed during the Open Enrollment Period to qualify them for the lottery. Any sibling application submitted after this time will not be guaranteed placement and the new sibling may be placed at the top of the wait list for the requested grade if no openings. If you have multiple new students entering Seven Hills, we will need an application for each student as they are considered separate applicants. Siblings eligible for preference are understood as children who genetically or legally share a common parent/guardian; this does include step-siblings and foster children. The definition of sibling does not include cousins, nephews, nieces, etc.

Our current SHPA teachers and staff with a child (or children) who are entering grades Kindergarten through Eighth Grade are eligible for "Employee Child," preference; assuming there is room in the particular grade(s) for which you are applying. *A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot.— Charter Schools, Minn. Stat. § 124E.11(c).*

Current SHPA Students and Inter Campus Transfers (Kindergarten through Fifth Grade) A student wishing to transfer to another SHPA campus will have to complete a separate SchoolMint application for the campus your student wants to transfer to. If the student **does not have a sibling** at the campus they are wishing to transfer to, this request will be handled as a new applicant with no family preference granted. If the student **has a current sibling at the desired campus** (grades Kindergarten through Seventh), SHPA sibling preference can be applied. Please note that the student will maintain their current SHPA enrollment until which time the inter campus transfer can be executed.

IMPORTANT NOTE FOR NEW AND CURRENT FAMILIES: The process of enrolling your student(s) in SchoolMint, whether during Open Enrollment or post Open Enrollment, does not guarantee or secure a spot at SHPA. This is only the first step in the enrollment process.

- 3. Post Open Enrollment Applications:** Any applications submitted after the close of the Open Enrollment Period (**January 15, 2024**) will be accepted but NOT be included in the school lottery (NO EXCEPTIONS). Post Open Enrollment applications will be placed at the bottom of the wait list in the order in which it was received.

C. 2024 – 2025 Lotteries

- Elementary School: If there are more applicants than spots available for Elementary Grade levels at one or both our elementary school campuses (Richfield and Burnsville), we will hold a lottery (one lottery per grade level per campus, if necessary).
 - If you have an elementary school student(s) and you wish to apply to both campuses, when you are Step 2 – Chose Preferred Schools, you can click on both Richfield and Burnsville. This will produce an application for each campus for one student.
- Middle School: If there are more middle school applicants than spots available, the Richfield Campus Middle School will host a lottery for each grade level; sixth, seventh, and eighth; three grade level lotteries.
- Multiple Offers (Elementary School): You cannot be dually enrolled at both campuses (Elementary School only). If you are accepted into both campuses, you will need to choose one by the deadline given. If you are accepted into one campus but you prefer to go to the other, you are allowed to stay on a waitlist at the preferred campus while enrolled at the other.

D. Wait List

For students on a wait list, parents/guardians will be notified via **email and/or text** if their student is eligible to fill an opening. Families will have a set amount of time to accept or decline the offer. If the offer is accepted, families will have a set amount of time to turn in complete paperwork in order to secure the open spot.