

2023 - 2024 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 2023 - 2024 school year. The Open Enrollment period for the 2023 - 2024 school year starts at **12:01am on November 1, 2022 and ends at 11:59pm on January 15, 2023. Applications must be submitted during this Open Enrollment period to qualify for the lottery.** Should an application be submitted after the deadline of the Open Enrollment period, the applicant will be placed at the bottom of the lottery-established wait list – no exceptions. Please remember for every student applying, you can only submit one application per campus.

Current 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 2023 - 2024 school year. All SHPA students will remain enrolled (for rising grades 1-8) for the upcoming school year unless we receive one or more of the following departure indicators:

- Student Withdrawal Form that has been completed for the student by a parent/legal guardian.
- A formal request for student records/transcripts from a different school.
- A student does not attend class for 14 consecutive school days. The student will then be unenrolled on the morning of the 15th day. This does include ALL absences due to vacations. If a spot at SHPA is lost because of consecutive absences, you will need to reapply to SchoolMint and will be placed at the bottom of your respective grade-level wait list(s).

If your student(s) **will not** be joining us for the 2023 - 2024 school year, please contact the respective enrollment coordinator to discuss termination of enrollment procedures:

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

Enrollment Procedures:

A. SHPA Campuses for Application

- 1) Bloomington 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 a basic account, and apply for the grade levels and campuses for the 2023 – 2024 school year, starting at 12:01am on November 1, 2022 through 11:59pm on January 15, 2023. SHPA will only accept online submissions through our SchoolMint portal. If you need computer access, please come to our school office (Bloomington or Richfield) and we will provide you the resources for submitting the application. 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, 2022 through January 15, 2023.
 - 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”).**
 - **SHPA is not responsible for errors on applications submitted in SchoolMint.** However, should one sibling get accepted, we will need to receive completed, verified paperwork for that student in order to activate sibling preference for the sibling enrolled in SchoolMint. The only exception will be for multiple births; we will keep all multiple births together.
2. **Returning 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.

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

If you were on a wait list from the 2022 - 2023 school year, you will need to fill out a new application for the 2023 - 2024 school year. In order to be included in the 2023 – 2024 lottery, you need to submit your application during the Open Enrollment Period which is November 1, 2022 through January 15, 2023; utilizing the same SchoolMint account you created the previous year.

- 3. Current 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; qualifying 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. § 124D.10 (2012)*

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.

- 4. Late Applicants:** Any applications submitted after the close of the Open Enrollment Period (January 15, 2023) will NOT be included in the school lottery (NO EXCEPTIONS). Late applicants will be placed at the bottom of the wait list in the order received.

C. 2023 – 2024 Lotteries

If there are more applicants than spots available for Elementary Grade levels at one or both our elementary school campuses (Richfield and Bloomington), we will hold a lottery (one lottery per campus, if necessary). If you have an elementary school student(s) and you wish to apply to both campuses you will need to fill out **two** separate applications, **one for each campus**.

If there are more middle school applicants than spots available, the Richfield Campus Middle School will host one lottery for each grade level; sixth, seventh, and eighth.

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.