

Twin Cities Academy Enrollment Policy  
Approved 2019  
Revised 2025

Enrollment Eligibility: Enrollment at Twin Cities Academy is open to any child who resides in a Minnesota school district. Twin Cities Academy does not discriminate on the basis of race, color, creed, religion, national origin, gender, status with regard to public assistance, disability, sexual orientation, age, nor any other protected class. The school district also makes reasonable accommodations for students with disabilities, special needs, and limited English proficiency.

Each school year, the Board:

- a. Establishes by October 1st the open enrollment period applicable to the following school year's admissions
- b. Publishes by October 1st:
  - i. Twin Cities Academy's enrollment application applicable to the following school year, and
  - ii. This Admissions and Lottery Policy.
  - iii. The Open Enrollment period is from October 1st until the end of February, at 4 p.m. on the date prior to the established Lottery date. The date of the lottery is established by the school board prior to October 1st .
- c. Establishes and publishes by February Board Meeting the Available Enrollment by Grade applicable to the following school year. Available Enrollment by Grade will be established as a set number for each grade; however, the school will grant automatic enrollment/over-enrollment to currently enrolled students. Siblings of currently enrolled students and children of staff employed at the school are subject to the sibling lottery and staff-children preference subject to capacity. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.
- d. Per MN Statute, section 124.E 11, paragraph (c) Twin Cities Academy shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents.
- e. General Lottery: If the number of applications received during the open enrollment period exceeds available capacity established by the Board for any grade, the school conducts a general lottery. All applications for each such grade(s) received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available capacity as determined by the Board for the applicable grade(s). If all available capacity in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student

has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted once the student becomes an enrolled student.

f. Twin Cities Academy enrollment and lottery policy will be in compliance with current MN statute 124E.11.