STRIDE ACADEMY

SABP 715 Enrollment and Admissions

Proposed amendment | January 2026 policy baseline

Adopted July 2015. Revised August 23, 2018, August 17, 2023, September 2024, March 2025, August 2025, and January 2026.

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I. PURPOSE

The Academy establishes the following Enrollment and Admissions and Lottery Policy **to ensure full compliance with Minnesota Statutes, including the Minnesota Human Rights Act (§363A.13), Charter School Admissions (§124E.11), Pupil Age Verification (§120A.20), and MARSS reporting requirements.**

II. GENERAL STATEMENT OF POLICY

Admission to STRIDE Academy is open to all students, **without discrimination based on race, color, creed, religion, national origin, sex, gender identity, age, marital status, status with regard to public assistance, sexual orientation, disability, or any other protected class under Minnesota law**, and without regard to ability or any other factors, other than the capacity of the program, class, grade level, or building.

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. A staff member eligible for an enrollment preference must be employed at least 480 hours in a school calendar year.

III. APPLICATION PROCEDURES

1. STRIDE Academy's open enrollment period for the upcoming school year will end on December 15th of the current fiscal year.
2. The Lottery for the upcoming school year will occur on the fourth Tuesday of January.
3. All enrollment forms received after December 15th will be time-stamped and added to the waiting list after the lottery in the order received.
4. During the current school year students may submit an application at any time.
5. New student applications must include a completed application, including sibling and non-sibling applicants.
6. Applications are date-stamped and time-stamped or sequentially numbered.
7. Applications received after the open enrollment period expires are admitted if space is available; otherwise they are added to the waiting list.
8. Notice will be provided to currently enrolled families and staff regarding the open enrollment period.
9. **Minnesota residents shall receive enrollment priority over non-Minnesota residents.**
10. **Non-Minnesota residents must reapply each year and do not retain waitlist status.**

IV. AVAILABLE ENROLLMENT

1. Temporary Overenrollment Provision

a. STRIDE Academy may allow temporary overenrollment of no more than two (2) students per section in each grade level. This provision is permitted only until October 1st of the applicable school year. ~~After October 1st, class sizes must return to the established Board-approved section caps, either through natural attrition or administrative adjustment.~~ After October 1, class sizes must return to the established Board-approved section caps through natural attrition or administrative adjustment, except as authorized under Section IV.2. At no time will total enrollment for any grade level exceed the maximum number of seats allocated per grade as established in this policy.

b. Upon consideration of the number of currently-enrolled students at STRIDE Academy, who are each by law provided enrollment preference, the Board of STRIDE Academy establishes the following available enrollment/seats in each grade:

c. Homeless students shall be provided with transportation services comparable to those of other students in the charter school. Students qualifying under the McKinney-Vento Act will be admitted regardless of Capacity Space as determined by the board and will be an exception.

AVAILABLE ENROLLMENT BY GRADE 2025–2026

Grade	Section Cap	Sections	Seats
K	20	6	120
1	20	6	120
2	22	6	120
3	22	6	120
4	24	5	120
5	24	5	120
6	24	5	120
7	24	5	120
8	24	5	120
Total		**43**	**1080**

2. Voluntary Elementary Section Overages

a. **Eligible placement.** The Executive Director may approve the placement of a newly enrolling student in a kindergarten through fourth-grade section when the placement brings enrollment above the Board-approved section cap. Voluntary overage may not exceed the established overenrollment limit for that section. For example, if the overenrollment limit is two students per section, the section may enroll up to two students above its cap. The principal shall review class sizes across the grade and obtain the homeroom teacher's voluntary consent and signature on the Overage Agreement in Appendix B before submitting the placement for approval. The Academy shall follow its established admissions preferences and waitlist order and remain within Board-approved grade-level capacity, subject to applicable law. Before approval, Finance shall confirm that projected revenue covers both bonuses, employer payroll costs, and any additional costs of serving the student.

b. **Enrollment window.** A student may begin enrollment under this provision after October 1 and through April 1, inclusive. After April 1, the Academy shall approve no new voluntary section overage enrollments for the remainder of the school year. The Academy shall continue to process regular admissions within established capacity under its admissions procedures.

c. **Eligible teachers.** Payments are limited to the homeroom teacher and specialist teachers assigned to teach the entire section. Teachers who serve only small groups or individual students from the section are ineligible.

d. **Enrollment bonus.** After the student completes 20 scheduled student days enrolled in the approved section, the Academy shall pay the enrollment bonus on the last payroll of the school year. The calculation base is $600. The homeroom teacher receives five-sixths of the base ($500), and each eligible specialist receives one-sixth ($100). If the student leaves the section before completing 20 scheduled student days, the enrollment bonus is not earned. Once earned, teachers retain their full enrollment bonus if the student later leaves the section.

e. **Year-end retention bonus.** The Academy shall use the same $600 calculation base and shares as the enrollment bonus: five-sixths for the homeroom teacher and one-sixth for each eligible specialist. Multiply each unrounded share by the number of scheduled student days the student was enrolled in the approved section divided by the total number of scheduled student days in the school year. Count the first and last enrolled days if they are scheduled student days. If the student withdraws before year-end, calculate the bonus through the last enrolled day. Round each payment to the nearest cent and pay the prorated bonus at year-end.

Administration shall follow Appendix A to document approvals, track enrollment, and process payments under this section.

V. GENERAL ADMISSION PROCEDURES

1. All applications received during the open enrollment period are automatically accepted for enrollment (i.e. admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s) are placed in the lottery; however, siblings of currently admitted students (including foster siblings) and children of staff employed in school have preference.
2. Order of Admission: Sibling of already admitted students, then children of staff employed at the school, then general admission.
3. Siblings, including foster siblings, of enrolled students, who submitted a timely application have preference over other students on the waitlist, who submitted a timely application.
4. No waiting list carry over from year to year: Each waiting list is subject to a lottery and redrawn during each admission process each year.
5. Multiple births (twins, triplets, etc.): Each student seeking admission completes an application (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.
6. Siblings of Admitted Students: Siblings, including foster siblings, who submit an application before the expiration of the open enrollment period, of currently admitted students are automatically admitted unless the number of sibling applications exceeds the available enrollment established by the Board for the applicable grade(s). If the number of sibling applications exceeds available enrollment in any grade, a sibling lottery is held for each such grade. Siblings are admitted to the school in the order in which they are drawn in the lottery. If all available enrollments in a grade are filled by siblings, the sibling lottery continues and establishes the sibling waiting list, which has preference over both the teacher-children waiting list and general waiting list.
7. Children of Staff Employed at STRIDE Academy: Children of Staff employed at the school who submit an application before the expiration of the open enrollment period, are automatically admitted provided that all siblings (of already admitted students) who submitted a timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s). If the number of children of Staff exceeds the available enrollment established by the Board for any grade (and after all siblings (of admitted students) who submitted a timely application are admitted), a teacher-children lottery is held. Children of Staff are admitted to the school in the order in which they are drawn in the lottery. If all available enrollments in a grade are filled by children of Staff, the staff-children lottery continues to establish the teacher-children waiting list for each such grade.

VI. NONRESIDENT AND OUT-OF-STATE STUDENTS

1. **STRIDE Academy is not obligated to serve out-of-state residents.**
2. **Out-of-state students shall be reported in MARSS as State Aid Category 15 (ineligible for state funding).**
3. **Tuition may be charged to out-of-state students at a mutually agreed-upon rate.**
4. **Foreign exchange students with a J-1 visa shall be treated as Minnesota residents for enrollment purposes.**

VII. LOTTERY PROCEDURES

1. STRIDE will hold up to three lotteries per grade, K–8, beginning with Grade Eight, based on timely applications* received:
    a. STRIDE sibling-applicant lottery;
    b. STRIDE staff-child lottery;
    c. General applicant lottery.

    A lottery only needs to be held if the number of applicants exceeds the capacity of the grade level. STRIDE's lotteries will be conducted using an electronic randomizing process (Microsoft Excel) for each of the grade-levels containing on-time applications. The electronically randomized lists will become the waiting list for each grade, with the randomized list of siblings for a given grade being placed in the first places on the waiting lists, the randomized list of staff-children being placed immediately following the sibling applicants, and the randomized list of general applicants being placed immediately following the staff-children applicants. 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

    All applications for each such grade(s) (excluding applications from siblings of already admitted students and excluding applications from children of Staff employed at the school) 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 enrollment as determined by the Board for the applicable grade(s). If all available enrollments in any grade are 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 as long as available enrollment as determined by the Board remains in the applicable grade(s).
2. Lottery Grade Order: Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades K and 3, the grade 3 lottery is conducted first, followed by the K lottery.
3. The School conducts all lotteries through a method of random selection.

VIII. STUDENT RECRUITMENT

1. STRIDE Academy shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.
2. By a marketing strategy, STRIDE Academy may use specific measures, such as posting flyers and notices in local newspapers and/or blogs and online newspapers, posting the admissions policy and application on the school's website, and utilizing local radio advertisement.

IX. AGE VERIFICATION (Minn. Stat. §120A.20, Subd. 4)

1. **STRIDE Academy may request documentation verifying age, including a passport, hospital birth record, physician certificate, baptismal certificate, adoption record, health or immunization records, immigration**

records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or a parent affidavit.

a. Kindergarten: Students must be age 5 on or before September 1.

b. First Grade: Students must be age 6 by September 1 or have completed kindergarten.

X. STUDENT WITHDRAWAL AND MARSS REPORTING

1. **Students absent for 15 consecutive school days without district-approved homebound services shall be withdrawn on the 16th day.**
2. **If a student enrolls elsewhere, STRIDE shall adjust the Status End Date, Attendance Days, and Membership Days to prevent MARSS overlap.**
3. **If a withdrawn student returns, a new enrollment record must be created.**
4. **If a student begins eligible homebound services, a new enrollment record must be created effective the service start date.**

Legal References: Minn. Stat. §124E.11 (Admission Requirements And Enrollment)

Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees)

Appendix A
Elementary Section Overage Process

Use this process for each proposed voluntary K–4 section overage under SABP 715. Enrollment, the elementary principal, Finance, and Payroll use the same approval record from the initial review through the year-end payment.

1 Confirm the seat and start date

Enrollment verifies the student's place under the admission preferences and waitlist procedures, the proposed section's current count and Board-approved cap, and the grade's available capacity. Record the proposed first day. The placement qualifies only if the resulting count exceeds the Board-approved section cap by no more than the established overenrollment limit for that section, stays within the grade-level capacity, and starts after October 1 and on or before April 1.

2 Review the placement with the teacher

The elementary principal reviews class sizes across the grade and obtains the homeroom teacher's voluntary consent and signature on the Overage Agreement in Appendix B before submitting the placement for approval. The principal records the proposed section and identifies the homeroom teacher and the four specialists who teach the entire section. Staff who serve only small groups or individual students are excluded from the payment roster.

3 Review costs and approve the placement

Finance documents the estimated enrollment revenue, the enrollment bonuses earned after 20 enrolled student days, the projected prorated retention bonuses, employer payroll costs, and any additional costs of serving the student. Once Finance confirms projected revenue covers those costs, the Executive Director records the approval decision. After approval, Enrollment offers the seat under the established admissions procedures.

4 Verify 20 enrolled student days and pay the enrollment bonus

Enrollment confirms the student's actual first day falls within the approved window and records when the student completes 20 scheduled student days enrolled in the approved section. On the last payroll of the school year, Payroll pays $500 to the homeroom teacher and $100 to each eligible specialist. If the student leaves before day 20, Enrollment records the last day and forwards it to Finance for the year-end retention calculation.

5 Track changes and pay the retention bonus

Enrollment records the student's final day in the approved section and notifies Finance of a withdrawal or section transfer. At year-end, Finance verifies scheduled student days enrolled in the section, counting the first and last days if they are scheduled student days. Payroll divides that count by the total scheduled student days in the year and multiplies the ratio by each teacher's unrounded share of the $600 base (five-sixths for the homeroom teacher and one-sixth for each eligible specialist). Payroll rounds each payment to the nearest cent and pays it at year-end.

Approval and payroll record

Retain the student and section identifiers, before-and-after enrollment counts, grade capacity check, signed Overage Agreement, payment roster, Finance review, Executive Director decision, actual enrollment dates, the date the 20-day minimum was met if applicable, and both payment calculations with the Academy's enrollment and payroll records.

Appendix B
Elementary Section Overage Agreement

Use one copy per teacher under SABP 715, Section IV.2. The homeroom teacher must voluntarily agree and sign before the principal submits the placement for Executive Director approval. Specialists use this form if they teach the entire section.

Proposed placement

School year _____ Proposed start date _____

Grade and section _____ Teacher name _____

Student enrollment ID _____ Role ☐ Homeroom ☐ Specialist

Board-approved section cap _____ Current count _____ Proposed count _____

Teacher agreement

I voluntarily agree to this student's placement in the section at the proposed count shown above, within the established overenrollment limit for the section. This agreement applies to this placement only and is subject to Executive Director approval.

I understand that the bonuses for my role are calculated as shown below. The enrollment bonus is paid on the last payroll of the school year.

Enrollment bonus (20 scheduled student days in the approved section required)

Homeroom: $600 × 5/6 = $500 | Specialist: $600 × 1/6 = $100

20-day minimum met? ☐ Yes ☐ No (enter $0) Enrollment bonus $_____

Year-end retention bonus (round the final amount to the nearest cent)

Homeroom: $600 × 5/6 × (_____ scheduled days enrolled ÷ _____ scheduled days in school year) = $_____

Specialist: $600 × 1/6 × (_____ scheduled days enrolled ÷ _____ scheduled days in school year) = $_____

Total bonuses (enrollment + retention) $_____

Teacher signature _____ Date _____

Administrative record

Principal review completed by _____ Date _____

Executive Director decision ☐ Approved ☐ Declined

Executive Director signature _____ Date _____

File the signed agreement with the enrollment and payroll records under Appendix A.