

**TESFA INTERNATIONAL SCHOOL  
ADMISSION POLICY (591)**

**I. PURPOSE**

The purpose of this policy is to explain how Tesfa International School will decide whom to enroll as pupils in the school.

**II. GENERAL STATEMENT OF POLICY**

Tesfa International School follows Minnesota Statutes 124.E.11 in its enrollment practices. The text of the law is provided below.

A charter school may limit admission to:

- (1) pupils within an age group or grade level;
- (2) pupils who are eligible to participate in the graduation incentives program under section 124D.68; or
- (3) residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish a lottery policy and process that it must use when accepting pupils by lot.

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 charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this subdivision.

The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school.

**III. PROCEDURES**

- A. Information regarding enrollment deadlines and procedures will be published on the school's Application Form and school website. Information about Minnesota Statute 124D will be included on the form
- B. Each year Tesfa International School will inform the public of the deadline for submitting Application Forms for admissions for the following school year.
- C. Tesfa International School will annually publish a date for its initial annual lottery for admission for the following school year.

- D. The Director and Assistant Director will conduct the lottery on the designated date.
- E. Spaces that open after a class is filled through the initial lottery will be filled by lot from available applicant at the time the space is made available.
- F. Families will be notified by mail regarding their child's status during the admissions process.

*Adopted: 12/02/14*

*Revised: 2/3/15*