



## STEP Academy

# Admissions Policy

It is the policy of STEP Academy that race, ethnic group, economic status, religion or disability will not influence admission decisions. Enrolled students are guaranteed admission the following year provided the appropriate grade is available and a timely notice of intent to re-admit is submitted. In accordance with MS124D. 10, subd. 9, all students who submit timely applications will be awarded places unless the number of applications exceeds the capacity of the grade level. In this case, all available places will be filled by lottery, as described in the Lottery Policy.

### **Admissions Preference Policy**

It is the policy of STEP Academy that Siblings and Foster Children of families of currently enrolled students of STEP Academy shall have first preference for admissions provided the appropriate grade is available and a timely application is submitted. Children of STEP Academy employees will have preference of remaining open seats before accepting other students by lottery. If in a particular preference category more people exist on the waiting list than there are available seats, a lottery shall be conducted as described in the Lottery Policy.

### **Lottery Policy**

Applicant's names will be drawn randomly from the lottery pool (also called the waiting list). The lottery pool/waiting list shall not be ordered by preference or by priority. Rather, all applicants will be randomly selected from the waiting list. All applicants not selected will continue to remain on the waiting list until the end of the year. If any applicant offered enrollment declines to enroll or if a seat becomes vacant due to any other reason, the next person on the waiting list shall be given the opportunity for enrollment.

### **Waiting List Policy**

It is the policy of STEP Academy that a waiting list shall be maintained for all those who apply for admission each year.

### **Important Dates**

Applications available: By January 31

On Time Applications due: Last school day in March Must be received by 4:00PM.

Lottery date: First Wednesday in April

Letters sent: Second Wednesday in April

Lottery family decisions due: April 30

If we have not received Acceptance of Enrollment form from family by 4:00PM, on April 30th, student enrollment spot(s) will be forfeited and given to the next student in lottery/waiting list.

At the time of the lottery, the randomly generated list for each grade level will serve as the ordered waiting list for students for the school year. Applications received after the on time due date, the last school day in March, will be marked and ordered based on date and time received.