



It is North Star Academy's Policy to follow all State and Federal Laws regarding enrollment as well as the enrollment guidelines as stated in the Charter.

Enrollment Procedures are as follows:

- Open Enrollment will be held from January 1<sup>st</sup> through February 15<sup>th</sup> each year.
- An Open House will be held during the Open Enrollment period.
- All applicants are responsible to ensure that the information on their application is accurate and will be required to update their application each Open Enrollment period.
- Applications that are not updated during the Open Enrollment period will be purged from the lottery pool.
- Students currently enrolled at North Star Academy will be required to state their intention to attend the following school year during the Open Enrollment Period. Upon receipt of the student's re-enrollment, they will automatically be enrolled for the following year.
- A lottery for Kindergarten and any other available openings will be run before the end of February each year. All applicants will then be notified of their status via email.
- Students will be drawn to fill openings first, from the Priority Pool, then from the General Lottery Pool.
- The following circumstances will allow a student to be placed in the Priority Pool:
  1. Students whose parents are Founding Members of NSA.
  2. Students who have a sibling currently enrolled at NSA.
  3. NSA employee's children may be given priority if the employee meets one of the following criteria:
    - Is a certified educator (upon signing the employee agreement).
    - Works 30 hours/week or more during the school year AND has worked at NSA for at least one year.
- The Priority Pool will be tiered based on the lottery period in which the student entered the pool. Students who enter the Priority Pool as siblings or children of employees will be placed in the current Priority Pool tier at the time they qualify. The highest Priority Tier will be depleted before students are drawn from the next priority tier.
- Founding member's children may be given preference over the Priority Pool tiers one time (including kindergarten). Students of Founding members wishing to re-enroll at North Star Academy will enter the current tier of the priority pool.
- Founding members who, under extenuating circumstances would like to be considered for an appeal regarding their child's priority status may send their request for consideration to the Board of Trustees.
- Parents enrolling students as a result of employee or sibling priority must sign the appropriate priority form during registration. Upon completion on their first year of attendance at North Star Academy, the priority agreement will no longer apply as the student will be classified as a returning student.

# North Star Academy Sibling Priority Agreement

Name of new student registering for the 2011-2012 School Year:

\_\_\_\_\_

Name

\_\_\_\_\_

2011-2012 Grade

North Star Academy believes that enrolling all students within a family at the same school creates a stable and positive learning atmosphere. For this reason we have allowed siblings of currently enrolled students to have priority if spots become available.

By signing this letter, you are acknowledging that your student was selected to attend North Star Academy for the 2011-2012 school year because he/she has a sibling who has already enrolled to attend North Star Academy. If your new student's sibling chooses not to attend North Star Academy for the 2011-2012 school year or chooses to leave sometime during that school year, your new student will lose sibling priority status and will no longer be permitted to attend school at North Star Academy.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

# North Star Academy Employee Student Priority Agreement

Name of new student registering for the 2011-2012 School Year:

\_\_\_\_\_

Name

\_\_\_\_\_

2011-2012 Grade

North Star Academy believes that allowing children to attend the school where their parent works creates a stable and positive learning atmosphere. For this reason, NSA employee's children may be given priority if the employee meets one of the following criteria:

- Is a certified educator
- Works 30 hours/week or more during the school year  
AND has worked at NSA for at least one year.

By signing this letter, you are acknowledging that your student was selected to attend North Star Academy for the 2011-2012 school year because he/she was given priority under one of the aforementioned conditions. Should your employment at North Star discontinue during the 2011-2012 school year, your student will lose priority status and will no longer be permitted to attend school at North Star Academy.

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Parent Signature

\_\_\_\_\_

Date