

Student Enrollment Policy

Adopted: June 2005

Modified: January 2011, November 2011, June 2013, April 2015, December 2016

Last review: December 20, 2016

1 Purpose

2 The purpose of this policy is to define online learning options and how students may enroll in Minnesota
3 Online High School (MNOHS).

4 Enrollment Options

5 Students attending Minnesota Online High School may enroll under the following options:

- 6 • As a **comprehensive student** in grades 9 thru 12 who takes all of her or his coursework at MNOHS
7 and MNOHS is considered to be the enrolling district. Any Minnesota resident who does not have a
8 high school diploma, is physically residing in Minnesota and under the age of 21 at the time of
9 enrollment is eligible to enroll as a comprehensive student up until the close of a term's enrollment
10 window as identified in the school's published calendar.
- 11 • As a **supplemental student** who takes coursework at MNOHS while remaining enrolled in her or
12 his enrolling Minnesota school district.
- 13 • As a **paying tuition student** provided that there is space and tuition is paid for each semester course
14 that is comparable to the amount MNOHS would have received through state aid. This option
15 applies to students under the age of 21 who are not physically residing in Minnesota, are
16 homeschooled or otherwise do not qualify for publicly funded education.
- 17 • As a student accepted through a **tuition agreement** with another institution.

18 Students under the age of 18 must have written consent of a parent or guardian prior to enrolling.

19 Policy

20 MNOHS does not limit participation on the basis of intellectual ability; measures of achievement or
21 aptitude; or athletic ability and does not discriminate on the basis of race; color; creed; religion; national
22 origin; sex; gender; marital status; disability; status with regard to public assistance; sexual orientation; age;
23 intellectual ability; measures of achievement or aptitude; or athletic ability.

24 The capacity of the school is defined, in part, by the total number of course enrollments available across all
25 subjects. Annually the MNOHS Board of Directors, in conjunction with the Executive Director, will

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26 determine the capacity of the school and set the total number of course enrollments that will be available
27 across all subjects. Course enrollments may not exceed 110% of this cap at any point in the school year
28 however the Board of Directors may vote to increase or decrease the enrollment cap during the school year.
29 Any increase or decrease will be effective for the term beginning after the vote.

30 If the capacity of the school, as defined above, is insufficient to meet the needs of returning students and
31 confirmed applicants, confirmed applicants will be placed on a waiting list and may participate in a lottery
32 should course space become available after a term's enrollment window closes and prior to the term's
33 drop/add date.

34 **Lottery**

35 Applications for any enrollment option will be accepted up until the enrollment window closes each term,
36 after which any space in courses not needed by returning students will be made available to confirmed
37 applicants using the following system:

- 38 • Students will be placed on a waiting list and assigned a number using Excel's random number
39 function.
- 40 • As course openings become available before a term's drop/add date, students will be invited to
41 enroll based on their number—the applicant with the smallest number being invited first. Students
42 on the list will be invited and placed until they have all been accommodated or the enrollment cap
43 has been reached.
- 44 • Students not placed for the current term will retain their lottery number until the drop/add date for
45 the fourth quarter passes, at which time the waiting list will expire.
- 46 • Students remaining on the waiting list will be notified that they may re-apply to MNOHS.

47 48 **Admission Outside the Enrollment Window**

49 Provided that course space exists and there is not a waiting list for entry, the executive director may
50 continue to admit students to MNOHS once the term's enrollment window closes under one or more of the
51 following conditions:

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- 52 • The student has a medical or mental health condition, verified by her/his current school, that is
53 impacting the student's ability to attend.

 - 54 • The student is in crisis and has a letter signed by the student's current school counselor, mental
55 health professional, or medical professional documenting the situation and confirming that MNOHS
56 is a better school placement at this time.

 - 57 • The student's current school has encountered a catastrophic event that makes attending impossible
58 or would significantly impact the student's academic progress.

 - 59 • The student is homeless as defined in Section 725 of the McKinney-Vento Act.
- 60 Students enrolling after a term's drop/add date may take no more than three academic courses and an
61 advisory during that term.