

Student Enrollment Policy

Adopted: June 2005

Modified: January 2011, November 2011, June 2013, April 2015, December 2016, June 2019

Last review: June 23, 2019; July 28, 2020

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 their coursework at MNOHS or
7 through MNOHS and PSEO and MNOHS is considered to be the enrolling district. Any Minnesota
8 resident who does not have a high school diploma, is physically residing in Minnesota and under the
9 age of 21 at the time of enrollment is eligible to enroll as a comprehensive student up until the close
10 of a term's enrollment window as identified in the school's published calendar.
- 11 • As a **supplemental student** who takes courses at MNOHS while remaining enrolled in another
12 Minnesota school district, and who applies the credit earned at MNOHS to the graduation
13 requirements of that district.
- 14 • As a **paying tuition student** provided tuition is paid for each course comparable to the amount
15 MNOHS would have received through state aid. This option applies to students under the age of 21
16 who are not physically residing in Minnesota, want to split their enrollment between home school or
17 private school and MNOHS, want to attend high school during the regular school year more than full
18 time, or otherwise do not qualify for publicly funded education.
- 19 • As a student accepted through a **tuition agreement** with another institution.

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

21 Policy

22 MNOHS does not limit participation on the basis of intellectual ability; measures of achievement or
23 aptitude; or athletic ability and does not discriminate on the basis of race; color; creed; religion; national
24 origin; sex (including sexual orientation; gender identity or expression; pregnancy or pregnancy related

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25 conditions; and sex stereotypes); marital status; disability; status with regard to public assistance; age;
26 intellectual ability; measures of achievement or aptitude; or athletic ability.

27 The capacity of the school is defined, in part, by the total number of course enrollments available across all
28 subjects. Annually the MNOHS Board of Directors, in conjunction with the Executive Director, will
29 determine the capacity of the school by setting the total number of course enrollments that will be available
30 across all subjects. Course enrollments may not exceed 110% of this cap at any point in the school year
31 however the Board of Directors may vote to increase or decrease the enrollment cap during the school year.
32 Any increase or decrease will be effective for the term beginning after the vote.

33 The Executive Director will assignment enrollment caps for each of the enrollment options listed above and
34 may adjust these as needed, provided the total cap set by the Board is not exceeded.

35 If the capacity of the school, as defined above, is insufficient to meet the needs of confirmed applicants who
36 have chosen comprehensive enrollment, those confirmed applicants will be placed on a waiting list and may
37 participate in a lottery should course space become available after a term's enrollment window closes and
38 prior to the start of the next term.

39 The school shall give enrollment preference to a sibling of an enrolled pupil, to a foster child of an enrolled
40 pupil's parents and to children of the school's staff before accepting other pupils by lot.

41 Lottery

42 If confirmed enrollment applications from comprehensive students exceed capacity, those students will be
43 placed on a waiting list and may be admitted to MNOHS by the term's add/change date using the following
44 system:

- 45 • Students will be placed on a waiting list and assigned a number using Excel's random number
46 function.
- 47 • As openings for confirmed comprehensive students become available before the start of the new
48 term, students will be invited to enroll based on number—the applicant with the smallest number
49 being invited first.
- 50 • Students not placed for the current term will retain their lottery number until the enrollment window
51 for the fourth quarter closes, at which time the waiting list will expire.

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- 52 • Students remaining on the waiting list will be notified that they may re-apply to MNOHS.

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54 Admission Outside the Enrollment Window

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

- 58 • The student has a medical or mental health condition, verified by their current school, that is
59 impacting their ability to attend.
- 60 • The student is in crisis and has a letter signed by their current school counselor, mental health
61 professional, or medical professional documenting the situation and confirming that MNOHS is a
62 better school placement at this time.
- 63 • The student's current school has encountered a catastrophic event that makes attending impossible
64 or would significantly impact their academic progress.
- 65 • The student is homeless as defined in Section 725 of the McKinney-Vento Act.

66 Students enrolling after a term's add/change date may be assigned a less than full-time course schedule as
67 determined by the student, their parent/guardian and the school counselor.