Student Enrollment Policy
Adopted: June 2005
Last review: December 2021

1 Purpose

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

4 Enrollment Options

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

- As a comprehensive student in grades 9 thru 12 who takes all their coursework at MNOHS or through MNOHS and PSEO. MNOHS is this student’s enrolling district and will grant a diploma when the student has met all requirements. Any Minnesota resident who does not have a high school diploma, is physically residing in Minnesota and is under the age of 21 at the time of enrollment is eligible to enroll as a comprehensive student until the close of a term’s enrollment window as identified in the school’s published calendar. Once a student is enrolled comprehensively in MNOHS, the student is considered enrolled in MNOHS until the student formally withdraws or is expelled under Minnesota’s Pupil Fair Dismissal Act.

- As a supplemental student who takes courses at MNOHS while remaining enrolled in another Minnesota school district, and who applies the credit earned at MNOHS to the graduation requirements of that district.

- As a paying tuition student, provided tuition is paid for each course comparable to the amount MNOHS would have received through state aid. This option applies to students under the age of 21 who:
  - are not physically residing in Minnesota,
  - want to split their enrollment between home school or private school and MNOHS,
  - want to attend high school during the regular school year more than full time, or
  - otherwise do not qualify for publicly funded education.

- As a student accepted through a tuition agreement with another institution.

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

MNOHS does not limit participation on the basis of intellectual ability; measures of achievement or aptitude; or athletic ability and does not discriminate on the basis of race; color; creed; religion; national origin; sex (including sexual orientation; gender identity or expression; pregnancy or pregnancy related conditions; and sex stereotypes); marital status; disability; status with regard to public assistance; age; intellectual ability; measures of achievement or aptitude; or athletic ability.

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

The Executive Director will assign enrollment caps by grade and program and may adjust these as needed, provided the total cap set by the Board is not exceeded.

Lottery and Waiting List

The Executive Director will establish a spring enrollment deadline for the following school year and a lottery process to be implemented should the capacity of the school as defined above, or of any grade or program, be insufficient to meet the needs of confirmed applicants who have chosen comprehensive enrollment by this deadline.

The school will give enrollment preference to a sibling of an enrolled pupil, to a foster child of an enrolled pupil's parent or legal guardian, and to a child of a MNOHS staff member before accepting other pupils by lot.

The lottery process, which will be implemented within one day of the spring enrollment deadline, will create a waiting list by assigning a random number to each confirmed applicant.

- Student enrollments will be accepted based on number—the applicant with the smallest number for their grade or program being admitted first.
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- Students not placed at the start of the school year who choose to remain on the waiting list will retain their lottery number until they are admitted or until the Quarter 4 enrollment window closes—whichever occurs first.

- The waiting list will expire when all confirmed applicants have been admitted, or have withdrawn their application, or when the Quarter 4 enrollment window closes—whichever occurs first.

Admission Outside the Enrollment Window
In any quarter that space exists and there is no waiting list for entry, the Executive Director may approve the enrollment of a student after the quarter’s enrollment window has closed if one of the following conditions is met:

- The student has a medical or mental health condition, verified by their current school, that is impacting their ability to attend.

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

- The student’s current school has encountered a catastrophic event that makes attending impossible or would significantly impact their academic progress.

- The student is homeless as defined in Section 725 of the McKinney-Vento Act.

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