

Student Enrollment Policy

Adopted: June 2005

Modified: January 2011, November 2011, June 2013, April 2015, December 2016, June 2019, December 2021, February 2024, November 2024, December 2025

Last review: December 2025

1 Purpose

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

4 General Statement of Purpose

5 Mission Statement: The mission of Minnesota Online High School is to engage, inspire, and educate
6 the whole student for an options-rich future through a challenging, flexible, teacher-developed
7 curriculum; with the encouragement of responsive faculty and staff; within a creative, equitable and
8 supportive learning community.

9 Vision Statement: At Minnesota Online High School (MNOHS), all students define their unique
10 identities and entry points into adult life; their reasons to persist and to stretch toward excellence;
11 and their individual and collective purposes that make school, work and life meaningful. MNOHS
12 supports students to engage with learning not only online but everywhere adults will support their
13 achievements.

14 Admission Limitations

15 A. The charter school, including its preschool or prekindergarten program established under
16 Minnesota Statutes section 124E.06, subdivision 3, paragraph (b), may limit admission to:

17 1. Pupils within an age group or grade level; MNOHS serves students in grades 9-12.

18 2. Pupils who are eligible to participate in the graduation incentives program under Minnesota
19 Statutes section 124D.68; or

20 3. Residents of a specific geographic area in which the school is located when the majority of
21 students served by the school are members of underserved populations.

22 B. The charter school shall comply with the Minnesota Human Rights Act, which prohibits
23 educational institutions from discriminating against students based on a protected class including
24 race, color, creed, religion, national origin, sex, age, marital status, status with regard to public
25 assistance, sexual orientation or disability.

26 **Enrollment**

27 The charter school, including its preschool or prekindergarten program established under Minnesota
28 Statutes, section 124E.06, subdivision 3, paragraph (b), shall enroll an eligible pupil who submits a
29 timely application, unless the number of applications exceeds the capacity of a program, class,
30 grade level, or building. In this case, pupils must be accepted by lot. The charter school must
31 develop and publish, including on its website, a lottery policy and process that it must use when
32 accepting pupils by lot.

33 B. Admission to a charter school must be free to any eligible pupil who resides within the state. A
34 charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside
35 in Minnesota. A charter school must require a pupil who does not reside in Minnesota to annually apply to
36 enroll in accordance with Minnesota Statutes, section 124E.11, paragraphs (a) to (f).

37 C. The charter school must give enrollment preference to a sibling of an enrolled pupil and to
38 a foster child of that pupil's parents and may give preference for enrolling children of the school's
39 staff before accepting other pupils by lot.

40 D. A person may not be admitted to the charter school (1) as a kindergarten pupil, unless the
41 pupil is at least five years of age on September 1 of the calendar year in which the school year
42 for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is
43 at least six years of age on September 1 of the calendar year in which the school year for which
44 the pupil seeks admission commences or has completed kindergarten; except that a charter school
45 may establish and publish on its website a policy for admission of selected pupils at an earlier
46 age, consistent with the enrollment process in paragraphs A and B.

47 Except as permitted in paragraphs D and I, the charter school, including its preschool or
48 prekindergarten program established under Minnesota Statutes, section 124E.06, subdivision 3,
49 paragraph (b), may not limit admission to pupils on the basis of intellectual ability, measures of
50 achievement or aptitude, or athletic ability and may not establish any criteria or requirements for
51 admission that are inconsistent with this section.

52 F. The charter school shall not distribute any services or goods of value to students, parents,
53 or guardians as an inducement, term, or condition of enrolling a student in a charter school.

54 G. Once a student who resides in Minnesota is enrolled in the school in kindergarten through
55 grade 12, or in the school's free preschool or prekindergarten program under Minnesota Statutes,
56 section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until
57 the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in Minnesota Statutes,
58 sections 121A.40 to 121A.56.

59 H. A charter school with at least 90 percent of enrolled students who are eligible for special
60 education services and have a primary disability of deaf or hard-of-hearing may enroll
61 prekindergarten pupils with a disability under Minnesota Statutes, section 126C.05, subdivision 1,

62 paragraph (a), and must comply with the federal Individuals with Disabilities Education Act under
63 Code of Federal Regulations, title 34, section 300.324, subsection (2), clause (iv).

64 I. A charter school serving at least 90 percent of enrolled students who are eligible for special
65 education services and have a primary disability of deaf, deafblind, or hard-of-hearing may give
66 enrollment preference to students who are eligible for special education services and have a
67 primary disability of deaf, deafblind, or hard-of-hearing. The charter school may not limit
68 admission based on the student's eligibility for additional special education services.

69 **Policy**

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

75 Foreign students with J-1 visas are treated as Minnesota residents.

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

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

84 Once a student is enrolled in MNOHS, the student is considered enrolled in MNOHS until the student
85 formally withdraws or is expelled under Minnesota's Pupil Fair Dismissal Act.

86 **Lottery and Waiting List**

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

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

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

- 96 ● Student enrollments will be accepted based on number—the applicant with the smallest number for
97 their grade or program being admitted first.
- 98 ● Students not placed at the start of the school year who choose to remain on the waiting list will
99 retain their lottery number until they are admitted or until the Quarter 4 enrollment window closes—
100 whichever occurs first.
- 101 ● The waiting list will expire when all confirmed applicants have been admitted, or have withdrawn
102 their application, or when the Quarter 4 enrollment window closes—whichever occurs first.

103 **Admission Outside the Enrollment Window**

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

- 107 ● The student’s foster care status requires enrollment in the charter school.
- 108 ● The student is homeless as defined in Section 725 of the McKinney-Vento Act.
- 109 ● The student was previously enrolled at MNOHS and did not attend any other school after ceasing
110 enrollment with MNOHS.

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

113 **Legal Reference**

114 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

115 Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)

116 Minn. Stat. § 363A.13 (Educational Institution)