



CREATIVE MINDS CHARTER SCHOOL ADMISSION PROCEDURES

Approved by Board of Directors April 1, 2013

On a predetermined date subsequent to the conclusion of any state-mandated open enrollment period, a public lottery will be held to determine admission to the Creative Minds Charter School for new students, siblings of enrolled students, Minocqua J1 district residents and out-of-district residents.

Admission to Creative Minds Charter School is contingent on the successful completion of the prior academic year. During a given academic year (September - June) or during the summer months (July and August) prior to the start of that academic year, when a space becomes available the waitlists established at the lottery will be used to determine admission to the school. If a family, for whatever reason, chooses not to accept the space, they will be withdrawn from the waitlist.

All applications received prior to the established cut-off date and/or end of open enrollment period will be eligible for participation in the admission lottery. At the lottery, only new spaces will be open for enrollment placement.

Applications **received after the lottery** will be held in a reserve pool. A reserve pool will be established for each of the three respective grade levels involved in the Creative Minds Charter School and applicants will be placed on the bottom of the appropriate wait list for that grade level in order of receipt.

The following list outlines the priority order for admission with regard to current students, siblings of current students, new students, siblings of new students, waitlists and the reserve pool:

1. Students that are children of founding Governance Board Members.
2. Students that are children of Creative Minds Charter School teachers.
3. Currently enrolled students and siblings of current Creative Minds Students.
4. Eligible approved lottery applicants, including siblings listed as "Family" applicants.
5. The Minocqua J1 District Resident/Out-of-District Waitlist.
6. Reserve pool applicants received after the established cut-off date.

Lottery Procedures

- All applications received prior to the established cut-off/conclusion of open enrollment date will be eligible for participation in the admission lottery.
- Prior to the lottery, applicants will be assigned numbers. Families who have more than one child seeking admission to the school will be given one family number.
- Spaces available in any grade will be filled from the Sibling waitlists before students on the Minocqua J1 District/Out-of-District waitlist are offered spaces.
- Each lottery ball will be placed in a sealed plastic bag with a label with the appropriate lottery number. When pulled, these labels will be posted on the appropriate grade level lists either as an eligible student, part of the Sibling Waitlist or part of the Minocqua J1 District Resident/Out-of-District Resident Waitlist.
- Prior to the assignment of open spaces in any classes, all numbers will be pulled from a common hopper and rank orderings for siblings (Minocqua J1 District/Out-of-District residents), Minocqua J1 District residents and Out-of-District residents will be established. Spaces will be assigned starting with the 3rd grade class and will then move up through the remaining grades.

- These rank orderings will be used to assign students to available spaces in classes or, if there are no available spaces, to the respective waitlist in the order that the number was pulled from the hopper.
- In the case where two or more siblings (with no siblings previously enrolled in the school) are applying for admission and the accepted sibling has been placed in their grade level, the other sibling(s) will also be placed in their respective grades levels where there is still availability. If there are not places available for the sibling(s), then they will be placed on the respective Sibling waitlist(s). If the family chooses not to complete and submit a letter of intent for the accepted sibling, the sibling(s) on the respective sibling waitlist(s) will be moved to the appropriate Minocqua J1 Resident/Out-of-District waitlist(s) for their grade level.
- Families who are admitted will be sent letters of intent. Families will have one week from the date of the acceptance letter to return their letters of intent. Families who do not return the letter of intent by the end of this one-week period will be dropped from the Creative Minds Charter School's roll and the space will be filled from the waitlists for that particular grade level following the priority ranking listed above.
- In the case where a space becomes available during the academic year (September - June) or during the summer months (July and August) prior to the start of that academic year, the space (following the priority ranking listed above) should go to an individual in one of the waitlists, subject to approval by the facilitating teacher and/or the Board of Directors.
- In the event that a student chooses not to enroll, leaves, or declines continued enrollment in Creative Minds Charter School and a space becomes available, the open position (regardless of the grade level of the exiting student) will be reallocated to an individual in one of the reserve pools as determined by the recommendation of the administration and majority vote of the Governance Council, based on district needs and/or grade level equity, as determined prior to the lottery. As openings occur, students on the wait lists will be contacted according to their order on the wait list based on this procedure and with approval from the facilitating teacher and/or the Governance Council.
- Applicants remain in the lottery procedure until one of the following occurs:
 - Is removed due to enrollment acceptance, or
 - Has moved with no forwarding address and/or working phone number, or
 - Has not returned the letter of intent within the designated time period or is no longer interested in attending Creative Minds Charter School, or
 - Is no longer eligible for enrollment.

By accepting enrollment in Creative Minds Charter School, enrollees agree to the following Conditions of Acceptance:

- Enrollment in Creative Minds Charter School is approved with the understanding that the parent/guardian is responsible for transportation as needed.
- The Creative Minds Charter School also expects that students maintain good attendance, appropriate behavior and success in their schooling.

Violation of these conditions may result in the termination of the enrollment approval upon board review.