



TrekNorth Admissions Policy and Procedure

Applicable State Statute: <https://www.revisor.mn.gov/statutes/?id=124E.11>

TrekNorth Admission and Enrollment Policy

Open Enrollment and Deadline:

TrekNorth shall enroll any eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils will be accepted by lot, to be conducted annually on the third Wednesday in February.

TrekNorth may limit admission of pupils within an age group or grade level. TrekNorth shall give preference for enrollment to dependents of school staff, to siblings of enrolled pupils, and to foster siblings of the parents or an enrolled pupil before accepting other pupils by lot. TrekNorth will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

A student continuing for the next school year will be re-enrolled, and will not need to re-apply. It is the parent's responsibility to update the school with current contact information.

Exceptions to the Lottery Process:

In accordance with MN State Statute 124E.11, TrekNorth shall allow exceptions to the lottery process. An exception will be caused when a position is open within the given grade, and the overall enrollment is within the maximum enrollment numbers and there are no students on the waiting list (within the grade/classroom level) or students on the waiting list have refused or not responded to an enrollment offer.

If this is the case, a deadline date will be specified for applications and applications will be accepted on a first come, first serve basis.

Enrollment Preference Status :

In accordance with MN State Statute 124E.11, TrekNorth Schools will give preference for possible enrollment for the following :

1. Siblings of students currently enrolled and in attendance at TrekNorth Jr. and Sr. High School

2. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
3. Any foster child living with an enrolled pupil's parent . *Note: Parents must provide TrekNorth with documentation from their case manager, judge or the court system.*
4. Any child of an employee of TrekNorth Jr. and Sr. Charter School. *Note: Prospective students who are siblings or foster children of enrolled pupil's parents have enrollment preference over students who are children of staff.*

Admission and Lottery Procedures

1. Parents and students interested in enrolling at TrekNorth may print a copy of the request for application from the website at:
http://www.treknorth.org/html/current_pages/TrekNorth_Application.pdf
Applications may also be picked up at the front desk at TrekNorth or requested by email.
2. Students who submit a completed application for enrollment will be enrolled at TrekNorth if overall enrollment numbers and grade-level enrollment numbers allow.
3. The Executive Director of TrekNorth will encourage, but not require, an enrollment meeting, attended by the student, student's parents, and the Executive Director.
4. If the student enrolls at a time when the school or specific grade is at maximum capacity, the student will be placed on the waiting list. Applications on the waiting list will be ordered by date of application.
5. Applications that exceed availability that have been submitted prior to the third Wednesday in February will be placed in the enrollment lottery. Applications that exceed availability that are submitted after the third Wednesday in February will be placed on the waiting list in the order received.

NON-DISCRIMINATION POLICY

It is the policy of TrekNorth Jr. and Sr. High School to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status. TrekNorth prohibits any form of harassment, violence or discrimination based on actual or perceived protected class status.