TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 128

Waiting List

Any time that applicants outnumber enrollment positions at Wolf Creek a waiting list will be created.

A waiting list will be created after the spring lottery and apply only to the subsequent fall enrollment period. If a student does not garner a spot for fall enrollment they will be placed on a waiting list according to the lottery procedures and chosen in random fashion. If all applications are accepted in the lottery process, a waiting list will be created based on the date the application is received.

During the year a waiting list will be created when applicants outnumber enrollment positions. No other preferences will be shown to student applicants. A separate waiting list will be created for full time students over supplemental students at Wolf Creek. Per Policy 624 our enrollment percentages will not exceed 15% supplemental students at all times possible. The supplemental waiting list will be based on the course the student is seeking.

From time to time, and at least once per term, the Dean of Students will inform families of their status on the waiting list via email.

When an enrollment position opens at Wolf Creek, the Dean of Students will work from the waiting list to contact families that a position has opened for them. Families will be notified via email and will have 48 hours to respond to an email asking if they wish to enroll at Wolf Creek. Forms and signatures may be obtained after the 48 hour period but families must respond in that time frame in order to keep their enrollment position. If a family does not respond within 48 hours, a phone attempt will be made to contact the family, and if no response is found after these attempts, the charter school may proceed with other applicants on the waiting list for enrollment preferences.

A student can decline the enrollment position one time and asked to be placed back on the waiting list to start at Wolf Creek in a subsequent term or at a time that works better for them. Being placed back on the waiting list is not a guarantee that a position will be available when requested by the applicant but does allow for this possibility.

A student asking to change enrollment status positions once enrolled (such as from full time to supplemental or vice versa) will only be allowed to change status when an opening for the status they are requesting is available. Since the student is already enrolled at Wolf Creek, they will be placed ahead of other non-Wolf Creek applicants on the waiting list in terms of this enrollment status request.

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The waiting list will be abolished in the spring when no further enrollment positions will be available from the school or on the last day of school, whichever comes first. A waiting list will not be maintained from year to year and families on the waiting list will be informed of lottery dates and other opportunities to apply for subsequent terms at Wolf Creek from the Dean of Students.

Supplemental students who are enrolled in the last term of the year must apply with a new application for a fall enrollment position. From term to term, supplemental students will be required to maintain their position by responding to school communications in a timely manner for subsequent term enrollment positions. Supplemental enrollment is based on a term by term availability basis and so a new application may be required from year to year.

Full time students who are enrolled in the last term of the year will have their application roll to the next fall enrollment and they will not need to complete a new application form for enrollment purposes.

All complaints about the waiting list and procedures can be sent to the charter school director.

<u>Addendum: Summer Terms may be offered through an agreement with Chisago Lakes Schools:</u>

Wolf Creek will have summer school offered only to its enrolled students in Term 4-Full time, part time, or tuition based enrollment will be considered an enrolled student. Students on the waiting list will not be offered summer enrollments and will be encouraged to sign up for the fall lottery at Wolf Creek.

In order for students to enroll in summer term at Wolf Creek, through an agreement with CL Schools, the following stipulations must be met:

- Must qualify under the ALP guidelines and create a plan with their Learning Manager as needed.
- Must return any and all needed paperwork to verify enrollment status to Wolf Creek.
- Must want to enroll in summer school and need credits offered for summer term at Wolf Creek.