

**ADMINISTRATIVE PROCEDURE**  
**599AP:**  
**Kindergarten Admission to Robbinsdale Spanish**  
**Immersion School (RSIS) and the School of**  
**Engineering and Arts (SEA)**

*Date Approved: January 23, 2012*

*Date Revised: November 30, 2015*

**I. Purpose**

To define the Kindergarten admissions process for accepting students into Robbinsdale Spanish Immersion School (RSIS) and the School of Engineering and Arts (SEA).

**II. General Statement**

Kindergarten admission to RSIS and SEA shall be determined through a computer generated randomized lottery if the number of applicants exceeds the number of openings. Seats are reserved each year for specified provisions and priorities.

**III. Definition**

- A. "Choice is Yours" means a student residing within the legal boundary of Minneapolis who has applied to the program and whose family qualifies for the federal lunch subsidy.
- B. "Employee" means an individual currently employed by Robbinsdale Area Schools in a permanent position and excludes independent contractors, temporary, substitute and seasonal employees.
- C. "Federal Lunch Subsidy" means the family has an approved application with Robbinsdale Area Schools for the National School Lunch Program, otherwise known as free or reduced lunch or the federal lunch subsidy.
- D. "Magnet Schools" means Robbinsdale Spanish Immersion School and the School of Engineering and Arts.
- E. "Magnet School Teacher or Administrator" means an employee who holds a current Minnesota license and is currently working 50% or more in a district

magnet school and is regularly scheduled to teach or perform administrative duties.

- F. “Non-resident Student” means the student’s primary resident address is outside of the legal boundary of Robbinsdale Area Schools.
- G. “Primary Resident Address” means the address of residence for the student. Students having more than one residence will identify as primary the residence where they live more than 50% of the time. The primary residence of students with parents who are divorced, legally separated or residing separately, and who have joint physical custody, is designated by the students’ parents.
- H. “Qualified Applicant” means all applicable parts of the most recent magnet school application were completed and submitted before the application deadline.
- I. “Racially Identifiable School” means the enrollment of students of color is more than 20 percentage points above the enrollment of students of color in the district for that level (elementary, middle school or high school).
- J. “Resident Student” means the student’s primary resident address is within the legal boundary of Robbinsdale Area Schools.
- K. “Sibling” means the applicant shares at least one parent or guardian with another child who is currently enrolled in the elementary or middle school magnet at the time of the lottery, and would be concurrently enrolled in the elementary or middle school magnet with the Kindergarten applicant.
- L. “Walk Boundaries” means the area surrounding a school that is designated by the district as an area where district bus transportation is not provided.

#### **IV. Admission Process**

- A. The admission lottery shall be conducted through a computer generated randomized selection protocol within the provisions and priorities defined in section VI – Lottery Provisions and Priorities.
- B. The application deadline and admissions procedure shall be published each year.
- C. The number of students admitted shall be calculated using the midpoint of the expected class size range based on the school board adopted ratio of students to teacher at Kindergarten level, multiplied by the number of sections offered at the magnet school.
- D. Only qualified applicants shall be accepted into the lottery.
- E. In the event that siblings from the same grade apply, only one name shall be entered into the lottery and if selected, each of those students shall be admitted.

- F. Qualification for the lottery provisions and priorities will be determined at the time of the lottery verifying the data provided on the application. Once qualified for a provisional category, the applicant will remain qualified for the duration of the school year.
- G. Applicants not selected for enrollment shall be placed on a wait list in order within each provisional category for which they qualify as defined in section VI – Lottery Provisions and Priorities.
- H. The wait list will be in effect for the duration of the school year.
- I. Applicants on the wait list will be offered seats if they become available during the school year.
- J. If the wait list has been exhausted, open seats will be filled according to 509AP - Enrollment Options.

**V. Provision for Automatic Enrollment**

A. Siblings

Qualified applicants with siblings currently enrolled in the same elementary or middle school magnet at the time of the lottery and would be concurrently enrolled with the Kindergarten applicant the following school year shall be enrolled automatically. The parent / guardian must still accept the seat to secure placement.

B. Children of RSIS or SEA school teachers and administrators

- 1. Currently employed RSIS or SEA school teachers and administrators who complete and submit an application before the annual application deadline may have their kindergarten child enrolled automatically at the magnet school where they are employed. The teacher or administrator must still accept the seat to secure placement.
- 2. Students admitted under this provision do not displace other students admitted through the lottery process or students on the wait list for the school and will raise class size above the mid-point of the expected class size range.

**VI. Lottery Provisions and Priorities**

A. Resident students

- 1. Seats equal to the percentage of resident students attending Robbinsdale Area Schools shall be reserved for resident applicants.

2. In the event that resident applicants do not meet the number of reserved seats in the resident category, the openings shall be filled in order from non-resident applicants on the wait list.
3. Seats shall be reserved for resident students who live within the school walk boundaries.
  - a. Seats shall be reserved for applicants who live within the district walk boundaries of the magnet school.
  - b. The number of reserved seats shall be based on the average number of Kindergarten walkers to neighborhood elementary schools.
  - c. Priority shall be given to applicants qualifying for the federal lunch subsidy within this category.
  - d. In the event that the number of applicants who reside within the school walk zone at the time of the lottery does not meet the number of seats reserved for walkers, the balance of reserved seats may be added to the seats reserved for walkers at the other magnet school if the applicants for the other magnet school exceed the number of reserved seats for walkers. If the number of applicants who reside within the school walk zone at the time of the lottery does not meet the number of seats reserved for walkers at both schools, the seats shall be available for other resident applicants.
4. Seats shall be reserved for resident students living in attendance areas of neighborhood schools nearing capacity.
  - a. Seats shall be reserved for resident students living in designated elementary attendance areas in order to reduce enrollment in schools that are near capacity.
  - b. If this category is needed, the number of seats reserved for this purpose shall be determined and approved annually by the school board prior to the lottery.
  - c. Priority shall be given to applicants qualifying for the federal lunch subsidy within this category.
  - d. In the event that the number of applicants in this category does not meet the number reserved, the seats shall be available for other resident applicants.

## B. Non-Resident Students

1. Seats equal to the percentage of non-resident students in the school district shall be reserved for non-resident applicants.
2. Priority shall be awarded to non-resident applicants qualifying for the federal lunch subsidy and shall include students enrolled through the Choice is Yours program.
3. In the event that non-resident applicants do not meet the number of reserved seats, the openings shall be filled in order from resident applicants on the wait list.

C. Applicants Qualifying for Federal Lunch Subsidy

1. Seats equal to the percentage of district students eligible for the federal lunch subsidy shall be reserved for applicants qualifying for the federal lunch subsidy
2. The number of applicants granted priority in other categories by qualifying for federal lunch subsidy will not exceed the percentage of district students eligible for the federal lunch subsidy.
3. The number of seats reserved for resident applicants solely qualifying for the federal lunch subsidy shall be determined after subtracting the number of non-resident and resident applicants selected under other priority categories, and automatically enrolled students who are also eligible for the federal lunch subsidy.
4. Priority shall be granted within this category to applicants from racially identifiable elementary schools.
5. In the event that the number of resident applicants who qualify for the federal lunch subsidy does not meet the number reserved for this purpose, the seats shall be available for other resident applicants.

Approved January 23, 2012  
Revised September 10, 2012  
Revised January 22, 2013  
Revised December 1, 2014  
Revised November 30, 2015