

## 2018-19 Northern Lakes Regional Academy Enrollment Plan

During the 2017-18 school year, as established by the Northern Lakes Regional Academy Governance Council, the following guidelines, student enrollment cap, and enrollment periods will be adhered to in regards to enrolling new NLRA students for the 2018-19 school-year.

- I. A cap of 50, 9-12<sup>th</sup> grade students, is established and shall be adhered to given the anticipated 3.63 FTE equivalent staffing provided for by the Rice Lake Area School District.
  - A. The cap of 50 students can be extended only after the final enrollment deadline of April, 30<sup>th</sup> 2018 has occurred and if the Rice Lake Area School district working in collaboration with the NLRA Governance Council is able to provide sufficient staffing and space needed to accommodate the learning needs of an extended cap.
- II. An application process has been put in place which includes the following steps:
  - A. All students with at least one parent/guardian must attend an NLRA informational meeting held by an NLRA staff member to discuss the school's unique learning model and application process. Dates for meetings will be advertised by through mailings to all district 8<sup>th</sup> grade students, in the Rice Lake Chronotype, on the district website, in person to 8<sup>th</sup> graders in the district during a morning presentation, and in person at an 8<sup>th</sup> grade parent scheduling meeting held at Rice Lake High School. The number and format of various additional informational meetings may be added at the discretion of the NLRA lead teachers.
  - B. Interested students must respond to an essay/project prompt to discuss their interest in attending a STEAM-focused and project-based learning environment. This essay prompt will be both given out after the informational sessions as well as posted on the district website.
  - C. Prospective students will need to attend an official ½ day shadow event or arrange an independent shadow experience with one of the NLRA lead teachers.
  - D. Students/parents will need to hand in a district application form along with a teacher/adult recommendation form. These forms will be both given out at informational sessions as well as available for download on the district website.
- III. The following registration windows will be adhered to as dates in which applications must be turned into Northern Lakes Regional Academy staff:
  - A. Thursday, February 15<sup>th</sup> 2018 at 3:00 pm.
  - B. Friday, March 16<sup>th</sup> 2018 at 3:00 pm.
  - C. Monday, April 30<sup>th</sup> 2018 at 4:00 pm

IV. Students with complete applications turned in by the registration dates established in part III will be accepted into NLRA as a free public school as long as the cap of 50 students has not been exceeded. If after any of the registration windows, the total number of students wishing to be enrolled in the school exceeds 50 students, a lottery shall be held.

- A. Students meeting registration window time periods before the 50 student cap has been made will be granted admission into the school and will be informed via an official acceptance letter.
- B. If the need for a lottery must be held, it will be conducted at an advertised and public NLRA governance council meeting closest in time to the registration window in which the cap was exceeded.
- C. The families of students who have applied and are subject to the lottery will be invited to the lottery.
- D. The lottery will be a totally random selection to ensure fairness and equal access without regard to ethnicity, national origin, disability, gender, or income level.
- E. Those students not accepted by the lottery will be placed on a priority waiting list in the order drawn. If or when openings occur or when the cap has been exceeded, students will be contacted in the order of the waiting list.
- F. Students wishing to apply to NLRA after the completion of a lottery will be placed on the waiting list in the order in which their applications were received regardless of any registration windows previously set that follow the occurrence of the lottery.
- G. If after the April 30<sup>th</sup>, 2018 registration deadline, the number of students who have applied to NLRA does not exceed the 50 student cap, students will be admitted on a case by case basis in order of their application materials being submitted until the cap has been reached. Students then wishing to come to NLRA will be put on a wait list in the order in which their application was received by NLRA staff.
- H. Exemptions from the lottery shall be granted, in the following order:
  - a. Currently enrolled students of the NLRA
  - b. Siblings of students currently attending NLRA
  - c. Children of NLRA faculty and/or staff.

V. The following schedule of events regarding NLRA 2018-19 enrollment has been established:

<b>Date</b>	<b>Event</b>
December 11 <sup>th</sup> , 2017	NLRA leadership team presents to all district 8 <sup>th</sup> graders at Rice Lake Middle School.
December 12 <sup>th</sup> , 2017	NLRA leadership team presents to all St. Joseph 8 <sup>th</sup> graders at St. Joseph School.
December 14 <sup>th</sup> , 2017	NLRA informational meeting from 6:00-7:00 pm at NLRA.

December 19 <sup>th</sup> , 2017	NLRA informational meeting from 6:00-7:00 pm.
January 8 <sup>th</sup> , 2018	NLRA option presented as part of 8 <sup>th</sup> grader scheduling meeting at Rice Lake High School at 6:00 pm.
January 9 <sup>th</sup> , 2018	NLRA informational meeting from 6:00-7:00 pm.
January 12 <sup>th</sup> , 2018	NLRA official ½ day shadow event.
February 1 <sup>st</sup> , 2018	NLRA informational meeting from 6:00-7:00 pm
February 9 <sup>th</sup> , 2018	NLRA official ½ day shadow event.
February 15 <sup>th</sup> , 2018	1 <sup>st</sup> registration enrollment period applications reviewed to see if the need for a lottery must occur.
March 6 <sup>th</sup> , 2018	NLRA informational meeting from 6:00-7:00 pm if needed.
March 12 <sup>th</sup> , 2018	NLRA official ½ day shadow event if needed.
March 16 <sup>th</sup> , 2018	2 <sup>nd</sup> registration enrollment period applications reviewed to see if the need for a lottery must occur.
April 30 <sup>th</sup> , 2018 at 4:00 pm	3 <sup>rd</sup> registration enrollment period applications reviewed to see if the need for a lottery must occur.