

## **Elementary Campus**

903 6<sup>th</sup> Ave Ct NE Isanti, MN 55040 Phone: 763-444-0342



# ISD #4227 www.artandscienceacademy.k12.mn.us

### **Middle School Campus**

1005 7<sup>th</sup> Ave Isanti, MN 55040

Phone: 763-444-0039

### For current year enrollment:

Step 1: Submit initial application to ASA.

Step 2: If there are open enrollment spaces, student is admitted, and the full enrollment paperwork is given to parent/guardian. School records are requested by ASA from the previous school. Any special education meetings would be determined at that time.

Step 2a: If there is <u>not</u> an open enrollment space the student will be placed on the general waiting list. Students who are children of employees or siblings of currently enrolled students will be put on the priority list. The priority list must be emptied first before names on the general list are called.

Step 2b: Once an opening occurs, student is admitted, and the full enrollment paperwork is given to parent/guardian.

School records are requested by ASA from the previous school. Any special education meetings would be determined at that time.

#### For next year enrollment:

Step 1: Submit initial application to ASA. Opens Feb 1, due no later than Mar 1.

Step 2: If applications do not exceed enrollment spaces, students are admitted, and full enrollment paperwork is given to parent/guardian. School records are requested by ASA from the previous school. Any special education meetings would be determined at that time.

Step 2a: If applications exceed enrollment spaces, a lottery will be held for that grade level at the May board meeting. A priority and a general list will be generated. Parents/guardians will be called in order as drawn at the lottery.

Step 2c: Upon acceptance, enrollment proceeds like step 2.

Step 2b: Three attempts will be made to try and contact parents/guardians to accept spot for enrollment. Parents/guardians have 48 hours from the point of contact to accept/decline or will be moved to the bottom of the list if no answer. Affirmative responses after 48 hrs, the student will be moved up to the next available opening on that list.