

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY NP 306:**  
**ENROLLMENT PRACTICES DUE TO NON-NOTIFICATION OF WITHDRAWAL**

**I. PURPOSE**

The purpose of this policy is to define the actions of Nova Classical Academy in the case of a **pupil student** being absent for fifteen (15) or more consecutive school days within the same school year.

**II. GENERAL STATEMENT OF POLICY**

This Enrollment Practices Policy further defines Nova Classical's Application and Enrollment Policy by stating that, although Nova Classical is not allowed to automatically unenroll a **pupil student** for non-attendance, Nova Classical may fill their spot with the next **pupil student** on the wait list. It also gives guidelines to the administrative procedures to determine if the absent **pupil student** is remaining at Nova Classical and, if so, to ensure the continuing education of that **pupil student**.

**III. ENROLLMENT**

Nova Classical's enrollment processes are explained in policy NP 301 (Application and Enrollment). Once a student is enrolled at Nova Classical, the student is considered enrolled at Nova Classical until **the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in Minnesota Statute sections 121A.40 to 121A.56 or meets other conditions set by the Minnesota Department of Education for unenrollment.** **one of the following occurs:**

1. **the student formally withdraws;**
2. **the school receives a request for the transfer of educational records from another school;**
3. **the school receives a written election by the parent or legal guardian of the student withdrawing the student; or**
4. **the student is expelled under the Pupil Fair Dismissal Act.**

**IV. LONG-TERM STUDENT ABSENCE**

Regardless of notification from family, length of absence, or reason for absence, Nova Classical will follow all attendance procedures and practices as established by the Minnesota Department of Education (MDE) and federal and state statutes.

1. Notification from the Family

If a family notifies Nova Classical that their child will be absent from school prior to that absence, the school principal and teacher(s) will work with the family to provide educational materials for the **pupil student** to continue their learning while absent or, if preferred, to create a timeline with input from the family for catching up on missed learning. This will include determining requirements for assessing the **pupil's student's** progress, including, but not limited to, grading work and meeting requirements for graduation if applicable. It may also include additional opportunities for Nova Classical to provide missed instruction to the **pupil student**.

If the notification occurs during the absence, the school principal and teacher(s) will work with the family to provide educational materials for the **pupil student** to assist in catching up on missed learning on a timeline determined by the school principal with input from the family. This will include determining requirements for assessing the **pupil's student's** progress, including, but not limited to, grading work, and meeting requirements for graduation if applicable. It may also include additional opportunities for Nova Classical to provide missed instruction to the **pupil's student's**.

Regardless of whether the notification is before or during the absence, Nova Classical may choose to fill that **pupil's student's** spot during their absence. If that **pupil's student's** spot is filled, that grade or class will be overenrolled when the original **pupil's student's** returns. Nova Classical will only continue that over-enrollment as directed by policy NP 305 (Class and Section Size).

## 2. Non-notification from the Family

Nova Classical will follow all federal and state guidelines regarding truancy, including notifying parents and guardians and the **pupil's student's** residential county. In addition to those procedures, if a student is absent from Nova Classical for a minimum of fifteen (15) consecutive school days with no explanation from the family before or during that time, the following actions may occur:

1. The school principal or designee may attempt to contact the **pupil's student's** parents or guardian to determine a timeline for returning or receive a formal withdrawal. This includes, but is not limited to, email, telephone, registered letter, or in-person contact.
2. If the **pupil student** is intending to return, the school principal and teacher(s) may work with the family to provide educational materials for the **pupil student** to assist in catching up on missed learning. This would include determining requirements for assessing the **pupil's student's** progress, including, but not limited to, grading work and meeting requirements for graduation if applicable. It may also include additional opportunities for Nova Classical to provide missed instruction to the **pupil student**.
3. Nova Classical may choose to fill that **pupil's student's** spot during their absence. If that **pupil's student's** spot is filled, that grade or class will be overenrolled if the original **pupil's student's** returns. Nova Classical will only continue that over-enrollment as directed by policy NP 305 (Class and Section Size).

## V. DETERMINING OPEN SPOTS DUE TO ONGOING ABSENCES

The Executive Director may determine that there is an open enrollment spot in a grade or class due to a **pupil student** absence of more than fifteen (15) days. Factors influencing the determination include, but are not limited to:

1. overall enrollment numbers;
2. financial implications;
3. overall length of the absence (if known);
4. number of **pupils students** concurrently absent for ongoing lengths of time;
5. additional needs of Nova Classical.

If the Executive Director determines that there is an open enrollment spot, Nova Classical will follow the procedures specified in policy NP 301 (Application and Enrollment).

The Executive Director does not need to notify Nova Classical's Board of Directors (Board) regarding open spots, but should apprise the Board of any over-enrollment exemptions resulting from following the procedures stated in this policy.

*Statutory References:* Minnesota Statutes, section 124E.11

Minnesota Statutes, section 121A.40 to 121A.56 (*Pupil Fair Dismissal Act*)

Minnesota Statutes, section 124D.68

Minnesota Statutes, section 124D.02

Minnesota Statutes, section 260A

**Minnesota Statutes, section 124E.11**

*Cross-References:* NP 301 (Application and Enrollment)

NP 305 (Section Size)

**ADOPTED BY THE BOARD: 04/29/2024**

**REVISED BY THE BOARD:**

**EFFECTIVE DATE: 04/29/2024**