

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

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**Policy NP 301**  
**APPLICATION AND ENROLLMENT**

**I. PURPOSE**

The purpose of this policy is to explain general application and enrollment procedures and admissions at Nova Classical Academy, so that families may make enrollment decisions in an informed and timely manner.

**II. GENERAL STATEMENT OF POLICY**

Nova may not limit admission to pupils on the basis of gender, race, intellectual ability, measures of achievement or aptitude, religious preference, or athletic ability. Nova is a public school and is required to enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. When that occurs, students will be placed on a waiting list. State statutes require that Nova give enrollment preference to a sibling of an enrolled student and to a foster child of that student's parents before accepting other students by lot. Moreover, state statutes permit Nova to give enrollment preference to children of Nova staff before accepting other pupils by lot. It is the stated policy of Nova that the school shall give children of Nova staff the preference permitted under state law.

**III. APPLICATION AND ENROLLMENT PROCEDURES**

An application is considered to be timely if it the full enrollment packet has been submitted by the yearly deadline date on the packet.

If an applicant receives an offer of enrollment, they will need to complete the full enrollment paperwork to be registered.

**IV. OTHER CONDITIONS**

An applicant to Nova may apply only for one grade. Applicants who wish to be considered for early entrance to kindergarten or whole-grade acceleration must follow the procedures set forth separately in Nova board policies on those topics. In all instances, however, Nova reserves the right to place an enrolled student in the most academically appropriate grade regardless of the student's age. The Administration shall promulgate additional rules, procedures and/or guidelines from time to time as may be reasonably necessary to ensure orderly compliance with the Policy.

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

*Cross References: NP 302 (Early Admission to Kindergarten)  
NP 303 (Whole Grade Acceleration)*

***ADOPTED BY THE BOARD: 02/26/2007***

***REVISED BY THE BOARD: 01/29/2018***

***EFFECTIVE DATE: 01/29/2018***