

1 Center for Arts Education

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3 Adopted Permanent Rules Relating to Admissions Process

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5 Rules as Adopted

6 3600.0010 DEFINITIONS.

7 [For text of subps 1 to 4, see M.R.]

8 Subp. 6. **School record.** "School record" means a
9 transcript of courses taken at the secondary level and their
10 accompanying grades, secondary level attendance records, and
11 individual education plan, if applicable.

12 3600.0030 APPLICATION PROCESS.

13 Subpart 1. **Eligible applicants.** An eligible applicant is
14 a pupil who would be considered a resident entitled to a free
15 education under Minnesota Statutes, section 120.06, as of
16 February 1 of each year, who meets the following requirements:

17 A. For enrollment in the full-time high school
18 program as an 11th grader, pupils who have successfully
19 completed grade 9 and are enrolled in grade 10 at the time of
20 application and who, at the time of enrollment, have earned
21 sufficient credits to be making normal progress toward
22 graduation. For enrollment in the full-time high school program
23 as a 12th grader, pupils who have successfully completed grades
24 9 and 10 and are enrolled in grade 11 at the time of application
25 and who, at the time of enrollment, have earned sufficient
26 credits to be making normal progress toward graduation. Pupils
27 who have insufficient credits, as determined by standards
28 established at the time of enrollment, will not be accepted for
29 enrollment.

30 [For text of item B, see M.R.]

31 Subp. 2. **Application forms for the full-time high school**
32 **program.** Eligible applicants may apply for admission to the
33 full-time high school program by completing application forms.
34 The center must supply the forms by October 1 each year.
35 Application forms will be available at the center's central

1 office, Monday through Friday, 7:30 a.m. to 4:00 p.m.
2 Additionally, the center will mail forms to all high school
3 buildings in the state. Application forms must be mailed back
4 to the center, and be postmarked by February 1, to be considered
5 for admission into the full-time high school program.

6 Subp. 3. **Other information required.** An applicant to the
7 full-time high school program must submit a school record.

8 Subp. 4. **Number of applications.** An individual may apply
9 up to two times for admission into the full-time high school
10 program if they are eligible applicants as defined in part
11 3600.0030, subpart 1, at the time of application.

12 Subp. 5. **Matriculation as a 12th grader.** Eleventh grade
13 students enrolled in the full-time high school program must
14 reapply for continuation in the program as a 12th grader by
15 April 15 of their 11th grade year. Eleventh grade students will
16 not be allowed to reenter the program as 12th grade students
17 unless by the date of the final student learning plan they have
18 achieved 75 percent of their learner outcomes in their art area
19 and 75 percent of their learner outcomes in each of their other
20 classes so as to satisfy the minimum credit requirements of the
21 11th grade year.

22 3600.0040 ARTS REVIEW PROCESS.

23 Subpart 1. **Participation; place.** Applicants to the
24 full-time high school program must participate in an arts review
25 process. Reviews will be held in three locations, one in the
26 metropolitan area, one in northern Minnesota, and one in
27 southern Minnesota. Locations and dates for the reviews will be
28 determined by the board.

29 [For text of subps 2 to 5, see M.R.]

30 3600.0060 EVALUATION BY THE FINAL REVIEW TEAM.

31 Subpart 1. **Applicants' school records.** Applicants' school
32 records must be evaluated by the final review team designated in
33 part 3600.0050. They must examine three factors in the school
34 records: consistent failing or below average grades, severe
35 drops in grades, and consistent high absentee rates. If any of

1 these three factors appear, the final review team shall
2 determine if placement in the full-time arts high school program
3 or residential component is inappropriate and may disqualify
4 students on that basis.

5 Subp. 2. **Application review.** The final review team shall
6 read the applicants' applications to determine the applicants'
7 attitudes about prior learning in the academic and arts areas.
8 The final review team shall assign zero to ten points for the
9 content of the applications according to the extent to which
10 they demonstrate motivation and commitment to learning.

11 [For text of subp 3, see M.R.]

12 3600.0070 APPEAL PROCESS.

13 Subpart 1. **Informal appeal.** Applicants or applicants'
14 parents or guardians may make written requests for explanations
15 of the denial of placement within ten days of the denial date.
16 The director must reply, in writing, within one week of having
17 received the request for explanation of the denial of placement,
18 with a detailed explanation of the review process and reasons
19 for the denial of placement.

20 Subp. 2. **Formal appeal.** If the denial of placement is
21 still in dispute, applicants or applicants' parents or guardians
22 may take their cases to the appeals subcommittee of the board by
23 submitting a written request explaining the reasons they believe
24 the denial was incorrect within 20 days of the date of the
25 director's written explanation of the denial. The subcommittee
26 must review the appeal, the review team's evaluation, and the
27 director's explanation, and make final recommendations to the
28 full board for adoption within two weeks of having received the
29 written request. The appeals process ends with the formal
30 action of the board at its next scheduled meeting.