

May 13, 2026

Letter of Awareness - Student Enrollment, Attendance Reporting, and Compliance with Minnesota Statutes

Dear Mr. Cevheroglu, Mr. Atlihan and Dr. Cooper,

The purpose of this letter is to formally notify the Board of Directors of Horizon Science Academy of concerns reported to Pillsbury United Communities - Office of Public Charter Schools related to student enrollment practices, attendance reporting, and compliance with applicable provisions of Minnesota charter school law and related administrative requirements.

As an authorizer, we are obligated under **Minnesota Statutes, Chapter 124E.05 sub 1 Paragraph (a)**, to provide oversight to ensure that charter schools operate in compliance with state law, uphold sound governance and financial practices, and maintain accurate pupil accounting. This is also included in Exhibit L or the contract between HSA and PUC.

Summary of Concerns

Based on a recently received complaint and preliminary review, PUC-OPCS has identified the following areas requiring clarification and, if applicable, corrective action:

1. Student Enrollment/ Withdrawal Practices, Attendance Monitoring and ADM Reporting

- It was reported that the school may be or have been claiming students for Average Daily Membership (ADM) who are not actively enrolled or participating.
- It was reported that students who were not in attendance for 15 consecutive days or more were not dropped, rather transferred to the online learning program
- Clarification is needed regarding the school's policy and procedures for:
 - o Monitoring student attendance, particularly in online or hybrid programs.
 - o Determining when a student is no longer enrolled due to non-attendance.
 - o The practice of maintaining students on the roster for up to 15 consecutive days of absence prior to withdrawal.

2. Enrollment of Underage Students

- It was reported that the school may be enrolling or have enrolled students who are four (4) years old after September 15th, in kindergarten.
 - o "Children must be five years old on or before September 15, 2025 to join our vibrant kindergarten program" on website.
 - o Early Entrance to Kindergarten, policy 607.1, lists "September 1 of a school year" as age requirement.
 - Also, MMSA is referenced in policy, not HSA.
- This raises concerns regarding compliance with Minnesota statutory age eligibility requirements for kindergarten enrollment.

3. Online Program Enrollment and Engagement

- It was reported that there was a whole family that was absent for 2 months and not dropped rather moved to the online program. Complainant brought to the attention of an administrator who acknowledged that they are not allowed to do this but did nothing to correct it.

- Clarification is requested regarding:
 - o Criteria for enrolling students in the school's online learning program.
 - o Methods used to verify active participation and instructional engagement.
 - o Documentation practices supporting attendance and participation in an online setting.

Required Response and Documentation

To address these concerns, PUC-OPCS requests that the school, overseen by the Board, provide a written response that includes the following:

1. **Enrollment Policies and Procedures and ADM Reporting Practices**
 - o Current enrollment policy, including age eligibility requirements for kindergarten.
 - o Processes for verifying student eligibility and enrollment status.
 - o Internal controls and processes used to ensure accurate ADM reporting.
 - o Documentation demonstrating how the school verifies that claimed students are actively enrolled and participating.
2. **Attendance and Withdrawal Policies**
 - o Written attendance policy, including thresholds for determining truancy or withdrawal.
 - o Procedures for documenting attendance in both in-person and online settings.
 - o Explanation of the 15-day absence practice and how it aligns with state requirements.
3. **Online Program Oversight**
 - o Description of the online learning model.
 - o Methods for tracking student engagement and instructional time.
 - o Staff roles responsible for monitoring participation and compliance.
4. **Board Oversight**
 - o Description of how the Board monitors compliance with enrollment and attendance requirements.
 - o Any recent audits, internal reviews, or corrective actions taken related to these areas.

Timeline for Response

Please submit a written response and all requested documentation no later than:
May 28, 2026

Next Steps

Upon receipt and review of the school's response, the authorizer will determine whether:

- Additional information is required,
- A formal Corrective Action Plan (CAP) is necessary, or
- Further action is warranted under the authorizer's oversight authority.

PUC-OPCS remains committed to working collaboratively with the Board and school leadership to ensure compliance and to support strong operational practices. We appreciate your prompt attention to this matter. If you have questions or would like to discuss these concerns prior to submitting your response, please do not hesitate to reach out.

Sincerely,

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rissy Wright Quinn

Director of Engagement

Pillsbury United Communities - Office of Public Charter Schools