

Adopted: 07/15/2024

Revised: 09/22/2025

Revised: [Board approval date], 2026

Osprey Wilds' Policy 110

Online and In-Person School's Policy

Required – Osprey Wilds, Three-Year Review

110 ENROLLMENT, STUDENT ADMISSIONS AND LOTTERY

I. PURPOSE

The purpose of this policy is to establish the procedures used by school administration for admitting students to Crosslake Community Schools (CCS), including its prekindergarten program established under Minn. Stat. § 124E.06, subd. 3(b). CCS shall not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, or any other criteria inconsistent with applicable law. (Minn. Stat. § 124E.11(e)) Admission to CCS is free to any eligible pupil who resides within the State of Minnesota (Minn. Stat. § 124E.11(c)); fees for the Prekindergarten Program are authorized under Minn. Stat. § 124E.06, subd. 3(b).

II. DEFINITIONS

A. “Parent” refers to the legal guardian of a student as defined in state statute.

B. “CCS” means Crosslake Community Schools.

C. “Application” (“Intent to Enroll” form) means the initial form completed by a family to indicate interest in attending CCS and to be considered for admission, including the lottery if one is necessary. The Application requests only basic information: the student’s name, the name of the parent or guardian, contact information, the grade or program for which the student is applying, and information related to any enrollment preference for which the student may qualify.

D. “Enrollment Packet” means the registration paperwork completed by a family after a student has been accepted for admission. All Enrollment Packet paperwork must be completed and returned to the CCS office to finalize the student’s registration.

E. “Staff member eligible for enrollment preference” means an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year. (Minn. Stat. § 124E.11(c))

F. “Prekindergarten Program” means CCS’s fee-based prekindergarten program established under Minn. Stat. § 124E.06, subd. 3(b). The admission, lottery, and prohibited-criteria requirements of Minn. Stat. § 124E.11(b) and (e) and this policy apply to the Prekindergarten Program. The enrollment-continuation provisions of Minn. Stat. § 124E.11(g) apply to students enrolled in kindergarten through grade 12.

III. GENERAL STATEMENT OF POLICY

A. The school board of CCS will establish admissions limits for the Prekindergarten Program and for each grade level by February 28 of each year.

B. Following the establishment of class enrollment limits, CCS’s administration will publicly advertise an application deadline.

C. Admission to CCS in kindergarten through grade 12 is free to any eligible pupil who resides within Minnesota. No fee is required to apply for admission to any CCS program, including the Prekindergarten Program. Prekindergarten Program fees are established by

the school board as authorized by Minn. Stat. § 124E.06, subd. 3(b), and are never a factor in which applicants are offered seats. (Minn. Stat. § 124E.11(c), (f))

- D.**CCS gives enrollment preference to Minnesota resident pupils over pupils who do not reside in Minnesota. A pupil who does not reside in Minnesota must annually apply to enroll in accordance with Minn. Stat. § 124E.11, paragraphs (a) to (f). (Minn. Stat. § 124E.11(c))
- E.**Following the application deadline, CCS’s administration will determine which classrooms have met board-approved limits based on currently enrolled students, students qualifying for an enrollment preference under Section IV.B., and new applicants. Notification of acceptance will be communicated in accordance with Section IV.H. of this policy.
- F.**CCS shall enroll an eligible pupil who submits a timely Application unless the number of applications exceeds the capacity of a program, class, grade level, or building. In that event, students will be accepted by lottery. This requirement applies to the Prekindergarten Program as well as to kindergarten through grade 12. (Minn. Stat. § 124E.11(b))
- G.**CCS’s Kindergarten and 1st Grade Age Eligibility and Early Admittance Policy (Policy 110.5) addresses possible admission at an earlier age and is published on CCS’s website. (Minn. Stat. § 124E.11(d))
- H.**Once a student who resides in Minnesota is enrolled in CCS in kindergarten through grade 12, the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school, the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40–121A.56. (Minn. Stat. § 124E.11(g))

IV. PROCEDURES

A.Enrollment Process

- 1.Application (“Intent to Enroll”).** The initial Application is completed to indicate interest in attending CCS. To be included in the lottery, if one is necessary, the Application must be received by the published deadline.
- 2.Acceptance and Registration.** Upon acceptance for admission, families will be provided the Enrollment Packet. All Enrollment Packet paperwork must be completed and returned to the CCS office to finalize the student’s registration. Information such as date of birth, race/ethnicity, home language, and program data is collected only on enrollment forms after a student has been admitted, consistent with the Minnesota Human Rights Act (Minn. Stat. § 363A.13) and Minnesota Department of Education guidance. Documentation verifying age for kindergarten and first grade students is likewise provided with the Enrollment Packet, as described in Section IV.E.3. of this policy; the sole exception is an Application for Early Kindergarten Entrance, which requires age documentation at the time of application because age is an element of the eligibility determination itself (see Policy 110.5).

B.Enrollment Preferences (Minn. Stat. § 124E.11(c))

Prior to a lottery taking place, CCS provides enrollment preference in the following hierarchical order:

1. Siblings of currently enrolled students and foster children of an enrolled student's parents/guardians. A sibling is any child of the family unit related biologically, by marriage, or by adoption to one or both parents. A foster child of an enrolled student's parents receives this preference without any additional conditions or documentation requirements.

2. Children, including foster children, of staff members eligible for enrollment preference.

Minnesota resident pupils receive enrollment preference over pupils who do not reside in Minnesota. Openings will first be filled by students who have qualified for preference status and have a completed Application on file before the lottery date.

C. Enrollment Lottery Process (Minn. Stat. § 124E.11(b))

When enrollment projections exceed board-approved program or grade/class size limits, it may become necessary to determine by lot which students will be accepted for enrollment at CCS. The following procedures address this issue:

1. A lottery will take place for the following year's enrollment when necessary. All new applicants will be publicly chosen by lot at a public meeting of the school board.
2. Lottery results will be posted within 30 days of the enrollment lottery.
3. After all open seats have been filled, names will continue to be drawn to establish a waiting list. Families choosing to apply after a lottery has taken place will be placed onto the waiting list in the order they apply.
4. When an opening occurs, staff will go to the first name on the waiting list and give the family the opportunity to enroll. Should a family decline enrollment at that time, the next family will be contacted. This process will repeat until the class has been filled.
5. In the event that a family declines the invitation to enroll when contacted and later changes their mind, they will be placed at the bottom of the waiting list for future openings.
6. Waiting lists do not carry over from one year to the next. Families on a waiting list at the end of a school year will need to re-apply for admission the following year.
7. CCS ensures the most recent version of this policy and the lottery procedures is published on CCS's website. (Minn. Stat. § 124E.11(b))

D. Enrollment Continuation and Withdrawal (Minn. Stat. § 124E.11(g))

1. For Minnesota resident students enrolled in kindergarten through grade 12, enrollment continues until: the student formally withdraws; the school receives a request for the transfer of educational records from another school; the school receives a written election by the parent or legal guardian withdrawing the student; or the student is expelled under the Pupil Fair Dismissal Act.
2. When the decision is made to withdraw a student from CCS, an online Withdrawal Form, available on the CCS website, must be submitted as soon as the decision is made. If more than one student from the same family withdraws, a separate form must be completed for each student. If the Withdrawal Form is not submitted, written communication will be considered official notification.
3. During August, CCS will recognize a request for records from another school district as an official notification of that student's withdrawal from CCS. The enrollment coordinator will:

- a. make reasonable efforts (phone calls and written communication) to reach the parent and request that the Withdrawal Form be completed, documenting all attempts to make contact;
- b. make reasonable efforts to contact the school that requested the records to confirm the student's enrollment at that school; and
- c. mail a written notice to the parent's address alerting the parent of the unenrollment action.

E. Kindergarten and First Grade Age Eligibility (Minn. Stat. § 124E.11(d); § 120A.20)

- 1. Students must be age five on or before September 1 of the calendar year in which the school year commences to be eligible for kindergarten.
- 2. To be eligible to enroll at CCS in first grade, a student must be age six by September 1 of that school year or have completed kindergarten. Midyear enrollees must meet the age requirement or currently be enrolled in first grade at another public or private school.
- 3. Documentation verifying age must be provided with the Enrollment Packet. Acceptable documentation includes: a passport; a hospital birth record or physician's certificate; a birth certificate; a baptismal or religious certificate; an adoption record; health records; immunization records; immigration records; previously verified school records; early childhood screening records; Minnesota Immunization Information Connection records; or an affidavit from a parent. (Minn. Stat. § 120A.20, subd. 4)
- 4. Full-day kindergarten will be offered to all incoming kindergarten students.
- 5. Possible admission at an earlier age is addressed in CCS's Kindergarten and 1st Grade Age Eligibility and Early Admittance Policy (Policy 110.5), published on CCS's website.
- 6. All kindergarten and first grade Applications are subject to the enrollment preferences and general lottery process outlined in this policy.

F. Prekindergarten Program Enrollment

- 1. Enrollment in the Prekindergarten Program follows the application, lottery, and notification provisions of this policy. If the number of timely Applications exceeds board-approved Prekindergarten Program capacity, students will be accepted by lottery in accordance with Section IV.C. (Minn. Stat. § 124E.11(b))
- 2. The Prekindergarten Program may not limit admission on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, and no criteria or requirements for admission inconsistent with Minn. Stat. § 124E.11 may be established. Program fees are not an admission criterion. (Minn. Stat. § 124E.11(e))
- 3. Because the Prekindergarten Program is fee-based, the kindergarten enrollment preference available to free prekindergarten programs under Minn. Stat. § 124E.11(c) does not apply. Prekindergarten Program students seeking kindergarten enrollment apply through the standard kindergarten Application and, if applicable, lottery process, on the same basis as all other applicants.

G. Online Program Enrollment

- 1. All online enrollment requests are handled by the Student Data and Enrollment Coordinator. More information about the admissions process is available on the CCS

website at crosslakekids.org. Students must be in grades K–12 and under the age of 21 at the time of enrollment, and must hold residency in the State of Minnesota to attend CCS at no charge. A student who becomes age 21 after enrollment remains eligible for continued enrollment as provided in Minn. Stat. § 120A.20, subd. 1.

2. Minnesota students seeking enrollment with CCS's Online Program have preference over fee-based, non-Minnesota residents. Students who do not reside in Minnesota must annually apply to enroll in accordance with Minn. Stat. § 124E.11, paragraphs (a) to (f). (Minn. Stat. § 124E.11(c))
3. Online Program enrollment capacity is established annually by the school board consistent with Section III.A. of this policy. Unless otherwise established by the school board, capacity is as follows:
 - a. Grades K–2: 19 total students;
 - b. Grades 3–5: 19 total students;
 - c. Grades 6–12: capacity is determined using the Enrollment Capacity Formula $(C - E) / 6 = S$, where C = Teacher Capacity (Total Course Teaching FTE $\times$ 125), E = Current Enrollments, and S = Number of Students to admit.
4. If the number of timely Applications to the Online Program exceeds capacity for a program, class, or grade level, students will be accepted by lottery in accordance with Section IV.C. of this policy. (Minn. Stat. § 124E.11(b))

H. Enrollment Notification

1. Contact via phone call, email, or mail will be made when a space in a program or classroom opens and an offer can be made.
2. Parents have 30 calendar days to accept or reject enrollment. Failure to respond within 30 calendar days is considered a decline of enrollment and will result in the student's name being removed from the enrollment list; the next student on the list will then be contacted.
3. Acceptance of enrollment requires completion of the Enrollment Packet, which will be emailed, mailed, or available for pickup upon acceptance of an open seat. Families have 30 calendar days to complete the registration process; failure to complete registration or communicate with CCS within 30 calendar days may result in the position being offered to the next student on the list.

I. Exceptions to the Lottery Process

Consistent with Minn. Stat. § 124E.11, the enrollment coordinator shall allow exceptions to the lottery process. An exception will occur when:

1. a position is open within the given program or grade;
2. the overall enrollment is within the maximum enrollment numbers; and
3. there are no students on the waiting list (within the program, grade, or classroom level), or students on the waiting list have refused or not responded to an enrollment offer.

In such cases, the enrollment coordinator will work with administration to advertise open positions, and Applications will be accepted on a first-come, first-served basis.

V. NONDISCRIMINATION

It is the policy of CCS to maintain a learning and working environment that is free from harassment, violence, or discrimination based on actual or perceived race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, gender identity, or disability, as those protected classes are defined by the Minnesota Human Rights Act. CCS prohibits any form of harassment, violence, or discrimination based on actual or perceived protected class status. CCS does not discriminate in any manner in the full utilization of or benefit from any educational institution, or the services rendered thereby, and ensures physical and program access for disabled persons. CCS complies with all applicable federal and state nondiscrimination laws. (Minn. Stat. § 363A.13)

Legal References: Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)

Minn. Stat. § 124E.06, subd. 3(b) (Prekindergarten Program)

Minn. Stat. § 120A.20 (Admission to Public School; Verification of Age)

Minn. Stat. § 124D.02, subd. 1 (Kindergarten Instruction; Early Admission)

Minn. Stat. §§ 121A.40–121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 363A.13 (Educational Institution)

Cross References: CCS Policy 110.5 – Kindergarten and 1st Grade Age Eligibility and Early Admittance

MDE Charter School Admissions and Enrollment Guidance (April 2026)