

Adopted: 9-15-2014
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LOTTERY PROCEDURES

PURPOSE

When enrollment projections exceed Board of Education approved class size limits, it may become necessary for the Board to enact procedures to determine which students will be accepted for enrollment at Crosslake Community Schools (CCS). The following procedures address this issue:

- A. Prior to a lottery taking place, CCS provides enrollment preference for the siblings of currently enrolled students and to all foster siblings of that student's parents/guardians.
- B. CCS provides an enrollment preference for sibling(s) of an enrolled student and to a foster student(s) of that student's parents/guardians.
- C. CCS' students are considered enrolled until they formally withdraw or are expelled under the Pupil Fair Dismissal Act.
- D. A lottery will take place in the first weeks of April of each year for the following year's enrollment. All new applicants received will be publicly chosen by lot at a special Board meeting. Notification of admission or the placement on a waiting list for the following school year will be communicated via mail no later than April 15th of each year.
- E. Families choosing to enroll their children at CCS after a lottery has taken place, will be placed onto a waiting list in the order they apply at CCS. 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.
- F. 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.
- G. Families on a waiting list at the end of a school year will need to re-apply for admission the following year as the waiting list does not carry over from one year to the next.
- H. CCS ensures the most recent version of the Lottery Procedures revised by the Board is available on CCS' website.

Lottery Procedures is a required policy of Osprey Wilds (ACNW).

Legal Reference: MN §124E.11(b)