

110 ENROLLMENT, STUDENT ADMISSIONS AND LOTTERY**I. PURPOSE**

The purpose of this policy is to clarify the procedures used by school administration for admitting students to Crosslake Community School (CCS). CCS shall not limit admissions to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, or any other criteria inconsistent with Applicable Law. A student shall be considered enrolled in CCS until the student formally withdraws or is expelled.

II. DEFINITIONS:

- Parent - The term parent as used in this policy refers to the legal guardian of a student as defined in state statute
- CCS - Crosslake Community School will also be known as CCS throughout this document.

III. GENERAL STATEMENT OF POLICY:

A. The school board of CCS will establish admissions limits for each grade level by February 28th of each year.

B. Following the establishment of class enrollment limits, CCS's administration will publicly advertise an application deadline no later than March 30th of each year.

C. Following the application deadline, CCS's administration will determine which classrooms have met board approved limits based on currently enrolled students, siblings and foster children residing with currently enrolled students and new applicants. Notification of acceptance will be communicated via mail no later than April 15th of each year.

D. In the event that classes exceed their admission limits with currently enrolled students and siblings of currently enrolled students and there are more applicants than spaces available in the class, a lottery for admission will take place no later than April 15th of each year.

E. CCS's Kindergarten and 1st Grade Eligibility Policy addresses possible admission at an earlier age.

F. Minnesota students seeking enrollment with CCS's Online Program will have preference over fee-based, non-Minnesota residents.

IV. PROCEDURES:**A. Enrollment Process:****● Intent to Enroll:**

Initial "Intent to Enroll" form is completed to indicate interest in attending CCS.

Enrollment Deadline:

- The enrollment application opens no later than March 30th of each year.

- The lottery will be held the following day if it is deemed necessary. To be included in the lottery, CCS must receive the Intent to Enroll form for the upcoming school year no later than noon on week prior to the scheduled board meeting.

Application:

- Enrollment form: Extensive packet of paperwork, committing to enroll and attend CCS. All paperwork must be completed and returned to the CCS office, before consideration of enrollment.

Enrollment Lottery Process:

When enrollment projections exceed Board of Education approved grade/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 School (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, to all foster siblings of that student's parents/guardians, and students of staff.
- B. CCS's students are considered enrolled until they formally withdraw or are expelled under the Pupil Fair Dismissal Act.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. CCS does not discriminate in any manner in the full utilization of or benefit from any educational institution, or the services rendered thereby to any person because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability, or to fail to ensure physical and program access for disabled persons.
- H. CCS ensures the most recent version of the Lottery Procedures is available on CCS's website.

Enrollment preference status (according to MN Statute):

Preference for possible enrollment will be acknowledged and given to:

- Siblings of students currently enrolled and in attendance at CCS

- Any child of family unit related biologically, by marriage or adoption to one or both parents
- Any child in placement within a foster care situation whose foster parents have enrolled a student
- Any child of an employee of CCS
- Sibling and foster children of enrolled pupils' parents will receive preference ahead of optional statutory enrollment preferences.

B. Kindergarten and 1st Grade Age Eligibility

- Openings will first be filled by students who have qualified for preference status and have a completed enrollment application on file before the lottery date.
- All enrollment applications will be subject to the general lottery process. After the November lottery, new applications will be placed at the bottom of the waitlist unless they have a preference. Half-day or full-day kindergarten options will be offered to all incoming students.
- Students must be age five before September 1 to be eligible for Kindergarten.
- To be eligible to enroll at CCS in 1st 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 1st grade at another public or private school.
- A birth certificate must be attached to the Application.

C. Enrollment of New Seat Based Students

- Openings for grades K-8 will be filled on a grade-level basis. The enrollment coordinator will contact the next student on that grade's waiting list who has not already been reached for the current school year.
- The enrollment coordinator will notify the appropriate staff when a position is open once the school receives a withdrawal form or confirmed enrollment from another school/district.
- When accepting a position, the following must be requested from the student: The student's start date (not to exceed ten school days from the offering date, unless otherwise noted by the school, such as at the beginning of a semester), grade level, transportation needs and siblings who may be on the waiting list or want to be added to it.
- Once the decision has been made to enroll, the parent/guardian(s) must provide the name of the student's current school so that CCS staff can request student records and inform staff if the student is receiving services.

ONLINE ENROLLMENT PROCESS

All online enrollment requests are handled by the Online Admissions 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 and must hold residency in the state of Minnesota to attend CCS at no charge.

Enrollment Capacity for the 24-25 School Year:

- Grades K-2: 19 total students
- Grades 3-5: 19 total students
- Grades 6-12: Capacity is determined using the Enrollment Capacity Formula. $(C-E)/6=S$
 - $C=Teacher\ Capacity^*$
 - $*C, Teacher\ Capacity, is\ determined\ as\ follows: Total\ Course\ Teaching\ FTE\ X\ 125$
 - $E=Current\ Enrollments$
 - $S=Number\ of\ Students\ to\ admit$

Enrollment Deadlines:

Due to the flexible nature of the online program, students are admitted into the online program until 3 weeks prior to the end of the semester. For students in grades 9-12, course loads will be determined based on when the student enrolls so that the student could reasonably complete their assigned courses.

Enrollment closing dates for 23-24:

- Semester 1: December 5, 2024
- Semester 2: May 1, 2024

E. Enrollment Notification

Lottery results will be posted within 30 days of the enrollment lottery. Following that, contact via phone call or email will only be made when a space in a classroom opens, and an offer can be made.

Parents have 30 calendar days to accept or reject enrollment. Failure to respond within 30 calendar days is considered a decline in enrollment and will result in the student's name being removed from the enrollment list. After that time, we will contact the next student on the list. Acceptance of enrollment also requires the completion of additional registration information. Information will be emailed, mailed to or picked up by parents upon acceptance of an open seat, and they have 30 calendar days to complete the registration process. Failure to complete the registration or communicate with CCS within 30 calendar days may result in the position being offered to the next student on the list.

F. Exceptions to the Lottery Process

As outlined in the agreement between CCS's authorizer and Crosslake Community School, and following MN State Statute 124E.11, the enrollment coordinator shall allow exceptions to the lottery process. An exception will be caused when a position is open within the given grade, the overall enrollment is within the maximum enrollment numbers, and there are no students on the waiting list (within the grade/classroom level), or students on the waiting list have refused or not responded to an enrollment offer. If so, the enrollment coordinator will work with the Director to advertise for open positions. Applications will be accepted on a first-come, first-serve basis.

Enrollment Limits

CCS's administration will conduct an annual assessment to determine the classroom seats in each section. All eligible students will be enrolled until the grade-level and or classroom capacity is reached.

Student Withdrawal

When the decision is made to withdraw a student from CCS, an online Withdrawal Form must be submitted as soon as the decision is made to withdraw. If more than one student from the same family withdraws, a separate form must be filled out for each student. This form can be found on the CCS website. If the withdrawal form is not submitted, written communication will be considered official notification.

During **August**, CCS will recognize a request for records from another school district as an official notification of that student's withdrawal from CCS. (1) The enrollment coordinator will make reasonable efforts (phone calls and written communication) to reach the parent and request that the Withdrawal Form be completed to formalize the withdrawal. If no response is received from the parent/guardian, or the Withdrawal Form is not completed, the attempts to make contact will be documented; and (2) The enrollment coordinator will make reasonable efforts to contact (i.e., phone and written communication) the school that sent the records to request and attempt to confirm the student's enrollment at that school. (3) A written notice will then be mailed to the parent's address alerting the parent of the unenrollment action.

NON-DISCRIMINATION

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/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status. CCS prohibits any form of harassment, violence, or discrimination based on actual or perceived protected class status.

Legal References: Minn. Stat. 124E.11,(b) (Admission Requirements and Enrollment)
MN §124E.11(b)
MN §363A.13