

Adopted: 07/15/2024

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Osprey Wilds' Policy 110  
Online and Seat-Based School's Policy  
Required Osprey Wilds, Three-Year Review

## **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 [MN Stat. §124E.11(e)]. A student shall be considered enrolled in CCS until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act [MN Stat. §124E.11(g)].

### **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

**Staff Member Eligible for Enrollment Preference** - An individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year [MN Stat. §124E.11(c)]

### **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.

**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.

**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 [MN Stat. §124E.11(b)].

**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 [MN Stat. §124E.11(c)].

## **IV. PROCEDURES**

### **A. Enrollment Process**

#### **Initial Steps**

##### **1. Intent to Enroll:**

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

##### **2. 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. CCS provides enrollment preference in the following hierarchical order [MN Stat. §124E.11(c)]:

1. Siblings of currently enrolled students and all foster siblings of that student's parents/guardians
2. Students of eligible staff members

B. For Minnesota resident students, enrollment continues until [MN Stat. §124E.11(g)]:

- 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
- The student is expelled under the Pupil Fair Dismissal Act

C. A lottery will take place for the following year's enrollment when necessary. All new applicants received will be publicly chosen by lot at a special Board meeting [MN Stat. §124E.11(b)].

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.

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 [MN Stat. §124E.11(b)].

### **Enrollment Preference Status**

A. Preference for possible enrollment will be given in the following order [MN Stat. §124E.11(c)]:

1. 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
2. Any child of an eligible staff member of CCS

B. Kindergarten and 1st Grade Age Eligibility Policy - THE PURPOSE OF THIS POLICY is to establish clear age eligibility requirements for student enrollment in Kindergarten and First Grade at Crosslake Community School.

GENERAL STATEMENT OF POLICY Crosslake Community School establishes the following requirements for age and eligibility in Kindergarten and First Grade:

1. Students must be age five before September 1 to be eligible for Kindergarten.
2. 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.
3. Midyear enrollees must meet the age requirement or currently be enrolled in 1st grade at another public or private school.
4. Legal verification of age must be provided with the Application. Acceptable forms of age verification include:
  - Birth Certificate
  - Passport
  - Hospital birth record
  - Religious certificate
  - Adoption record
  - Health records
  - Immunization records
  - Immigration records
  - Previously verified school records
  - Early childhood screening records
  - Minnesota Immunization Information Connection records
  - Affidavit from a parent
5. Full day kindergarten will be offered to all incoming students.
6. All enrollment applications will be subject to the general lottery process outlined in Policy 110.
7. 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.

## **C. Online Enrollment Process**

### **Non-Minnesota Resident Students**

Students who do not reside in Minnesota must annually apply to enroll in accordance with MN Stat. §124E.11 paragraphs (a) to (f).

**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, Teacher Capacity, is determined as follows: Total Course Teaching FTE X 125

E = Current Enrollments

S = Number of Students to admit

## **D. Enrollment Notification**

- Lottery results will be posted within 30 days of the enrollment lottery.
- 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 of enrollment and will result in the student's name being removed from the enrollment list.

## **E. 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
- 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

## **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 (Admission Requirements and Enrollment)

Minn. Stat. §120A.20 Sub.4 (Verification of Age for Admission to Public School)

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