

ENROLLMENT/LOTTERY POLICY

I. PURPOSE

The purpose of this policy is to provide a procedure for accepting and enrolling students when enrollment will go beyond the schools capacity of 75 students.

II. GENERAL STATEMENT OF POLICY

- A. This policy will be in alignment with requirements of MN Statute 124D.10.
- B. VCS shall enroll an eligible student that submits a timely application, unless the number of applications exceeds the capacity of the grade level and/or the building. Applicants beyond the stated maximum must be accepted by lot. VCS must develop and publish, including on its web site, a lottery policy and process that it must use when accepting pupils by lot.
- C. Students will be accepted on an ongoing basis at any time during the year until reaching maximum capacity of 75 students.
- D. Lottery Process: When the number of applications received exceeds available spots, a waiting list will be started. As spots become available, students with completed applications will be added in the following order:
 - 1. Siblings of students already attending

(A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.)
 - 2. Children of staff working at the school
 - 3. Students drawn from a general lottery
- E. A student selected by lottery must accept an enrollment spot within 24 hours of verbal notification to their parent/guardian.
- F. The lottery will continue until reaching maximum capacity.
- G. A student that does not accept a spot or withdraws from the school will be added to the waiting list as a new applicant.