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**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 124E.11

1. Vermilion Country School grants enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota
2. Vermilion Country School requires a pupil who does not reside in Minnesota to annually apply to enroll in accordance with paragraphs (a) to (f) of MN Statute 124E.11(c)

B. Students will be accepted on an ongoing basis at any time during the year until reaching the contractual enrollment cap or maximum program capacity of 75 students. Generally, 12 students per grade level will be the guideline for enrollment

1. If a grade level is below 12 students, a different grade level can be enrolled at a higher number so that the sum enrollment of the school does not exceed 75 students
2. If the capacity of 75 students is reached, a board meeting will be held to define and review enrollment caps for the grade levels going forward.
3. No grade level will enroll more than 20 students per grade without special approval by the school board. This may require a special meeting of the board.

C. Defining when a lottery is required: Applicants beyond the stated maximum enrollment must be accepted by lot. VCS will publish, including on its web site, a lottery procedure and process that will be used when accepting pupils by lot.

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.)

1. Children of staff working at the school, including foster children of staff. In order to be eligible for this enrollment preference, the staff member must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.
2. 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 a Minnesota resident student is enrolled until that 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 in accordance with MN §124E.11(g).

H. A student that declines an offer for enrollment or withdraws from the school may reapply for enrollment at any time.