

Adopted: 11/13/13

Revised: 06/24/15

Second revision: 04/27/23

Third revision: 04/25/2024

Fourth revision: 07/31/2024

Fifth revision: 08/27/2025

Sixth revision: 12/11/2025

Seventh revision: 01/22/2026

ENROLLMENT/LOTTERY POLICY

I. PURPOSE

The purpose of this policy is to provide a procedure for accepting and enrolling students at Vermilion Country School consistent with MN stat 124E.11

II. GENERAL STATEMENT OF POLICY

A. This policy is 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 in each grade up until reaching the enrollment limit for each grade level. During any current school year, enrollment follows these guidelines:

1. The school board sets the limit of students per grade level at a board meeting
2. If a grade level is at maximum enrollment, any student seeking enrollment for that grade will be placed on a waiting list.
3. In the spring of each year, a lottery process will be used to determine enrollment in the following year. (See II.D *Lottery Process* below)
4. After the lottery, applications will be accepted for enrollment (if open spots in the grade level) or placement on the waiting list.
5. Any students seeking enrollment after the annual lottery process cutoff date will be added to the waiting list in order of application, following the order of enrollment established by the lottery, according to MN statute 124E.11. (i.e. siblings as defined by MN statute are first on the waiting list, then children of qualifying staff, then students applying from the general population.)
6. Grade level limits shall be generally starting at a number of 10 students per grade level. This number is set at the discretion and approval of the school board. The number of students in any grade may take into consideration the current number of students enrolled as well as need based on the number of historical applicants for grade levels

C. Defining when a lottery is required: Applicants beyond the stated maximum enrollment cap set by the school board for the following year must be accepted by lot and enrolled following the lottery process.

D. Lottery Process:

1. The school board will set enrollment limits per grade level in February of the preceding school year.
2. Applications for enrollment for the upcoming school year (for school beginning in September of the school year following the February grade limit) will be due by March 31st of the preceding year.
3. When the number of applications received by March 31st exceeds available spots in a certain grade level for the following year, the school will hold a lottery process to determine enrollment.
4. The lottery will be held on the second Tuesday after March 31st each year, using a procedure that meets MN statutory requirements.
5. If no lottery is required for any particular grade level(s), applications received after March 31st will be added in order of date received to the list of enrollments.
6. If applications exceed open enrollment spots applications will be added to an anonymized waiting list.
 - a. Applications may be submitted online through the school website, which includes automatic time & date stamp,
or
 - b. filled out in person onsite at the school, with time and date noted at the top of the paper application
7. In the case of lottery, student applications will be added in the following order:
 - a. 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.)
 - b. 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.
 - c. Students drawn from a general lottery are accepted in order after siblings and children of staff.
8. Student selected by lottery must accept an enrollment spot within 24 hours of verbal notification to their parent/guardian.
9. The lottery will continue until reaching maximum capacity.
10. 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, or

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).

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

E. Non-Discrimination

It is the policy of the School Board of VCS School District No. 4207 to comply with federal and state laws prohibiting discrimination to the end that no person protected by such law shall , on the grounds of race, color, nationality, ethnic origin, religion, gender, marital status, sexual orientation, status with regard to public assistance, age or disability (hereinafter “protected class status”) be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration, or selection, whether full time or part time under any educational program, employment or activity operated by the district.

Vermilion Country School may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and may not establish any criteria or requirements for admission that are inconsistent with this section.

Legal References

[Minnesota Statute Section 124E.11](#)