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Applicable Statute	<i>See references at bottom of policy</i>

The purpose of this policy is to ensure the practice of a fair and equitable enrollment process and procedures at Great River School that follows all Minnesota state guidelines.

I. Definitions

Parent – The term “parent” as used in this policy refers to the legal guardian of a student as defined in State Statute.

Great River School – Great River School may also be known as GRS or “the School” throughout this document.

On-Campus Program – This program covers all students participating in the on-campus/traditional instruction where they meet face-to-face with the teacher on scheduled student contact days.

Enrolled – A student will be considered “enrolled” at GRS upon their first day of actual attendance at GRS.

II. Open Enrollment

A. Application

The GRS application is only valid for one lottery. If a parent would like to include their child in subsequent lotteries (upon being waitlisted), they must submit a new application. The application is made available by December of the previous school year (online and paper) and remains available through May of the school year it represents. To be included in the lottery, parents must submit the application by a deadline set by the administration annually (approximately 1 week prior to the lottery), but parents can be added to the wait list at any time during the school year by submitting an application.

III. Lottery Process

a. General

When the number of applications exceeds the number of openings in a particular grade, we will conduct a lottery to determine those students who will be admitted or put on the waiting list. We will follow the steps outlined below to ensure this procedure is equitable to all applicants. A completed Enrollment Application is required in order to be included in the annual lottery and/or placed on the waiting list. The lottery is open to observation by the public and will be posted in our school calendar and on the website.

b. Enrollment Eligibility

In order to be eligible to enroll at Great River School in 1st grade, a student must be age 6 on or before September 1st of the year they will be starting school and/or have completed Kindergarten or the equivalent. Midyear enrollees must meet the age requirement or be currently enrolled in 1st grade in another public or private school. Age for each following grade is extrapolated accordingly - i.e. 7 by September 1st for second grade, etc.

c. Enrollment Preferences

Great River School allows preference for enrollment in Great River School in the following order:

- i. **Siblings** refers to those prospective students who have siblings **currently enrolled** at Great River School in the academic year in which the lottery is being conducted.
 1. Preference is provided to a sibling of an enrolled pupil and to a foster child of that pupil's parents.
 2. If the family of a currently enrolled GRS student plans to be a host family to a foreign exchange student, that student will be considered a sibling and have preference.
 3. In the event that there is one opening in a given class and the next child on the waiting list has a sibling in the same grade (possibly, but not limited to twins), all sibling children will be admitted and the class size will be increased over the limit **only** to accommodate these siblings. No other children will be admitted from the waiting list until the class size drops to one below the limit. If the sibling is on the waiting list for a different class year, they remain on the waiting list until a spot opens up.
 - ii. Prospective students who are **children of GRS employees**¹ will receive enrollment preference after siblings.
- d. **Process to determine the number of students to be accepted**
- i. The administrative team at GRS will propose and the GRS Board of Directors will determine the number of openings in each grade, 1 – 12, for the next school year by February board meeting of the application year.
- e. **Lottery Procedures**

Great River School Director of Administration (or designee) will conduct the lottery to determine enrollment and waiting lists at each grade level. Per our sibling preference section of this policy (III.C.2), if there are more siblings of currently enrolled students than there are openings in a particular grade, a lottery amongst the siblings will be conducted before the lottery for all other applicants.

Once the process is completed, the spreadsheets will be printed (and saved as a PDF) and an affidavit certifying compliance with this policy and applicable state law will be signed by the Head of School Operations, Director of Administration, and any other staff conducting the lottery. All other witnesses will be asked to sign a form indicating they witnessed the lottery. We will attach a copy of this policy to the spreadsheets, signed affidavit, and witness form to complete the documentation, which will be filed at the school..

¹ "GRS Employees" are defined as employees who have an executed letter of agreement with the school. A staff member eligible for an enrollment preference for their child, including a foster child, 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.

Enrollment offers will be sent by email to all families that are awarded a spot through the enrollment process. All other families will receive notification of their waiting list position.

IV. Waiting List

Following the lottery, those students who have not been admitted will be placed on a waiting list. Students will remain on the waiting list until they are offered enrollment or their parent/guardian requests they be removed. We will follow the steps outlined below to ensure the procedure is equitable to all applicants.

A. Underlying Considerations

1. The goal of the waiting list is to have a list of students from which to pull to maintain maximum class sizes for the next academic year.
2. All students on the waiting list should know their current status at the end of each month following the lottery and through the first month of the school year for which they are applying.

B. Waiting List Procedures

1. All students will be assigned a waiting list number during the lottery procedures.
2. Families will receive an email notifying them of their child's waiting list position.
3. Siblings of newly enrolled students are moved up the waiting list on the first day their sibling attends school (i.e. a family submits an application for three children in different grade levels - 2nd, 4th, and 7th grade - the 7th grader is offered a spot after the lottery process; on the first day of school the 2nd and 4th grade students will move up to the sibling sections of their respective waiting lists on the first day of school.)
4. The waiting list is maintained by the Enrollment Team and updated throughout the year as students are enrolled off of the list. The waiting list will be posted on the website (with no identifying information) and updated monthly so families may track their student's progress on the waiting list. Families may request to be removed from the waiting list at any point.

*If a sibling of a currently enrolled student or student of a new faculty member submits an application after the lottery, that student will move to the top of the waiting list (behind any other siblings or faculty children currently on the waiting list).

***Note:** The Waiting List for Great River School is intended for the sole purpose of enrollment and distribution of information deemed appropriate by GRS to be of interest to those parties. Great River School will not sell, distribute or otherwise disseminate waiting list information. GRS will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at GRS. The waiting list will be published online - organized per grade level identified by student number.*

V. Enrollment of New Students after the Lottery

Openings for grades 1 - 12 will be filled on a grade-level basis.

A. Confirmation of Opening

The Enrollment Team will be notified when a position is open once the school:

1. Receives confirmation that a family is turning down an enrollment offer.
2. Receives a withdrawal form or confirmed enrollment from another school.

B. Contact Next on Waiting List

As a space becomes available, the Enrollment Team will contact the first student next on that grade's waiting list who has not already been contacted for the current school year via email and phone. Once a parent has been contacted, they must respond within two business days in order to accept the position or the Enrollment Team may offer the position to the next student on the list.

VI. Re-enrollment After Long-Term Leave,

- A. Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections [121A.40](#) to [121A.56](#).
- B. If a family is going on leave for medical or personal reasons, we ask that the family inform the school so that we may best plan to support the education of the student. No student is unenrolled without formal written withdrawal following VI(A).
- C. The school board will enroll students to meet the ADM projections for enrollment, and if a student is on leave or not full time attending (i.e. PSEO or other scenario) the ADM enrollment cap set by the school board will determine if the administration enrolls additional students at the grade level of the absent student.

VII. Withdrawal

- A. Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections [121A.40](#) to [121A.56](#).

VIII. Non-Discrimination

It is the policy of the School Board of GRS School District No. 4105 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.

Legal References

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