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Prairie Creek Community School Enrollment & Lottery Policy

The purpose of this policy is to ensure the practice of a fair and equitable enrollment process and procedures at Prairie Creek Community 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 Minnesota Statute Section 124E.11.

Prairie Creek Community School – Prairie Creek Community School may also be known as PCCS or “the School” throughout this document.

Enrolled – A student will be considered “enrolled” at PCCS upon the completion and return of the Student Enrollment Form.

Enrollment Team - A team that is made up by the Director or Designee and the Office Manager or Designee

II. Open Enrollment

A. Enrollment Application

The PCCS enrollment 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 November of the previous school year (online and paper). To be included in the lottery, parents must submit the application by a deadline set by the administration annually, but students can be added to the waitlist at any time during the school year by submitting an enrollment application. A lottery will be conducted for every grade where openings exist and a new waitlist will be established for each grade following the lottery.

III. Lottery Process

A. General

When the number of enrollment applications exceeds the number of openings in a particular grade, PCCS will conduct a lottery to determine those students who will be admitted or put on the waiting list. The school 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 the school calendar and on the website.

B. Enrollment Eligibility

In order to be eligible to enroll at Prairie Creek Community School in Kindergarten, a student must be age 5 on or before September 1st of the year they will be starting school. In order to be eligible for first grade, a student must be at least 6 years of age by September 1st of the calendar year for which the student seeks admission or has completed kindergarten.

C. Enrollment Preferences

1. *Siblings* refers to those prospective students who have siblings currently enrolled at PCCS in the academic year in which the lottery is being conducted.

- a. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
- b. Any child in a foster care situation with the family of a current student. In accordance with Minnesota Statutes, section 124E.11(c)
- c. In the event that there is one opening in a given grade 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.
- d. 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, they remain on the waiting list until a spot opens up.
*Siblings will only be given preference if the enrollment form is turned in by the application deadline.

2. Prospective students who are children of PCCS employees will receive enrollment preference provided there is an opening in the grade to which they are applying.

- a. This admission preference does not apply to children of substitute teachers or independent contractors.

D. Process to determine the number of students to be accepted

1. The administrative team at PCCS will propose and the PCCS Board of Directors will determine the number of openings in each grade for the next school year by the January board meeting of the application year.

E. Lottery Procedures

Prairie Creek Community School will conduct a lottery to determine enrollment and waiting lists at each grade level. Per our sibling preference section of this policy (III.C.1), 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. The sibling lottery will be conducted first as it is a mandatory

preference. Upon completion of the sibling preference lottery, a lottery of the children of staff (III.C.2) will be conducted followed by non-preferenced children.

The enrollment lottery shall be open to the public for observation. A notice of the date, time, and location of the enrollment lottery will be posted on our website. The lottery will be conducted by the school Director (or designee), a member of the school board executive committee (Chair, Vice-Chair, Treasurer, or Secretary) and the school office manager. Care must be taken to not disclose private data at the public enrollment lottery (for example, using numbers assigned to enrollment applications instead of using prospective and/or current student names).

Students are admitted to the school in the order in which they are drawn in the lottery, until all available spots are filled. The lottery then continues and establishes the general waiting list for each grade in the order drawn, until all applications are drawn.

All families that are awarded a spot through the enrollment process will be contacted via phone or email. All other families will receive notification of their waiting list position via email or letter.

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. Waiting List Procedures

1. All students will be assigned an anonymous identifier during the lottery procedures.
2. Families will be notified of their child's waiting list position.
3. Siblings of newly enrolled students are moved up the waiting list when the enrolled student's Student Enrollment Form is received.
4. The waiting list is maintained by the Enrollment Team and updated throughout the year as students are enrolled off of the list.

*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 Prairie Creek Community School is intended for the sole purpose of enrollment and distribution of information deemed appropriate by PCCS to be of interest to those parties. PCCS will not sell, distribute or otherwise disseminate waiting list information.

PCCS 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 PCCS.

V. Enrollment of New Students after the Lottery

Openings for grades K - 5 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 declining an enrollment offer.
2. Receives a withdrawal notification in writing from parent(s) 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 (2) business days in order to accept the position or the Enrollment Team will offer the position to the next student on the list.

VI. Open enrollment spots

When a student is unenrolled at PCCS for any reason, their spot will be offered to the next student on the waiting list.

VII. Student Withdrawal

When a student withdraws from PCCS, a parent should notify the Enrollment Team of the withdrawal.

In the event that another school requests a transfer of an enrolled student's records but PCCS has not been notified by the student's parent or guardian of an intent to unenroll the student from PCCS, an attempt shall be made to contact the student's parent or guardian for clarification. If the parent or guardian cannot be reached, PCCS shall consider the student to be unenrolled.

If a student withdraws from PCCS in order to be eligible for participation in summer intervention programming outside PCCS then that student's place will not be filled from the waitlist. This option requires prior communication with the Executive Director/Designee prior to enrolling in the intervention program.

Approval is contingent on the family providing written intent to reenroll at the outset of the next academic year. This only applies to students who attend programming in the window that is after the last student day of PCCS's calendar and programming ends before the first student day of the next academic year. Should a student not return by the end of the first week of school, they will be considered unenrolled.

VIII. **Non-Discrimination**

It is the policy of the School Board of PCCS School District No. 4090 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.11¹

¹ <https://www.revisor.mn.gov/statutes/cite/124E.11>