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**VOYAGEURS EXPEDITIONARY SCHOOL POLICY No. 5.1.1  
ADMISSIONS POLICY WITH LOTTERY**

**I. PURPOSE**

The purpose of this policy is to ensure the practice of a fair and equitable lottery procedure at Voyageurs Expeditionary School that follows all Minnesota state guidelines should enrollment per grade exceed capacity.

**II LOTTERY**

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.

**III. CONSIDERATIONS**

- A. Siblings of a currently enrolled VES students are given preference. A “sibling” is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (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. Prospective students who have a sibling in the current year’s 12th grade will not receive sibling preference as their sibling will not be at VES during the next academic year.
- C. If a student is admitted in the 6th grade and has a sibling applying for a higher grade, the older sibling will automatically be admitted.

- D. Twins will be treated as one application. They will be assigned the same number. If their number is pulled, the total of students accepted will be raised.
- E. Prospective students who are children of VES Staff may receive preferential treatment, but must be part of the lottery process.
- F. If a current VES student has enrolled in a foreign exchange program for the next semester or the next year and provides the school with written documentation about the program including its length and academic focus, that student will be readmitted to VES at the conclusion of the program.
- G. If a VES family plans to be a host family to a foreign exchange student with good academic standing, in anticipation of the benefit to our community, we will provide a place for that student in our school (see #1 above)

#### **IV. PROCESS TO DETERMINE NUMBER OF STUDENTS TO BE ACCEPTED**

- A. The administrative team at VES will determine the number of openings in each grade, 6 – 12.
- B. Names of all new applicants will be entered into a document with information from their applications. Sibling applications will be noted as required above.
- C. Each student will be assigned a number.
- D. From the applications for each grade with openings, pull out all applications from students who will have sibling at VES during the academic year for which the lottery is being conducted and total for each grade.
- E. For each grade, the number of siblings in the prospective student pool will be subtracted from the number of total students to be accepted.
- F. Using the number from #4, the appropriate amount of applicants will be selected to reach the desired number of students to be accepted.

#### **V. LOTTERY PROCESS**

- A. Place the tokens marked with legible numbers equal to the number of applicants into the lottery box.

- B. Starting with prospective 6th grade students, draw one numbered token out of the lottery box and call out the number.
- C. Match that number on the enrollment document to the token. Pull all numbers so each student receives a number. Highlight the students accepted.
- D. After the total number of students to be accepted has been reached, write down the order of students on the waiting list according to the order in which their number is drawn.
- E. Repeat this process for upper grades using the number of current VES students moving from one grade to the next to ensure the desired number of students is reached through the combination of re-enrolling and new students.
- F. Send “acceptance” letters to all prospective candidates and send “waiting list” letters to the remaining candidates. Include enrollment contracts or waiting list forms as appropriate.

Once the process is completed, all the documents will be printed and all witnesses of the process will sign and date them. We will attach a copy of this policy to the document so it is clear what happened and we are compliant with the state law.