

# Jennings Community School Admissions and Lottery Policy

## I. PURPOSE

The purpose of this policy is to clarify the admissions and lottery process at Jennings Community School (JCS).

## II. ADMISSIONS AND LOTTERY PROCEDURES:

1. JCS enrolls students in grades 7-12.
2. Admission to JCS is free to any eligible pupil who resides within the state.
3. JCS 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 Minnesota Statutes section 124E.11. Consistent with section 124E.11, JCS must give enrollment preference to Minnesota resident pupils over pupils who do not reside in Minnesota.
4. JCS has an admissions deadline of March 1 of each school year for current students and new applicants. Any eligible pupil who submits a timely application will be enrolled at JCS, unless the number of applicants exceeds the capacity of the program, site, or grade level. If JCS is over capacity at the time of the application deadline, a lottery will be held for all new applicants who applied by the deadline. If JCS has not reached capacity, students will continue to be admitted on a first come/first serve basis until we are full.
  - a. The Board of Directors will determine the number of site and grade level slots available annually prior to the lottery date.
5. If JCS is over capacity at the time of the application deadline, a lottery will be held for all new applicants who applied by the deadline. The lottery will be held by the first Thursday after March 1.
  - a. The JCS application is only valid for one lottery. If a parent would like to include the student in subsequent lotteries, that parent must submit a new application.
6. Enrollment Preferences for pupils not currently enrolled:
  - a. Siblings of enrolled students and foster children of that student's parent will be given first priority provided there is an opening in the grade or program to which they are applying.

- b. Prospective students who are children of JCS employees will receive second enrollment preference provided there is an opening in the grade or program to which they are applying. 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.
- 7. After the lottery, those pupils who were not accepted will be placed on a waiting list in sequential order based on their lottery number. As openings become available, pupils will be contacted. Once contact has been made, a pupil or parent has 72 hours to accept the position, or the position may be offered to the next student in line.
- 8. The waiting list will expire at the end of the current school year and begin again in March for the next year.
- 9. Once a student who resides in Minnesota is enrolled in JCS, the student is considered enrolled until the 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.
- 10. An enrolled student who does not reside in Minnesota must annually apply to re-enroll.

### **III. STUDENT RECRUITMENT ACTIVITIES**

- 1. Jennings Community School shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.
- 2. In accordance with its marketing strategy, Jennings Community School may use the measures below, among others, to recruit student applicants.
  - 1. Post on social media, post flyers, use of billboards, post notices in local communities and/or blogs, and/or promote in online newspapers.
  - 2. Post the admissions policy and application (available for download) on the school's website.
- 1. Jennings Community School will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

#### Legal References:

Minn. Stat. §124E.10 subd. 9 (Admission Requirements)  
Minn. Stat. §124E.11 (Admission Requirements And Enrollment)  
Minn. Stat. §363A.13 (Educational Institution)  
Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees)  
Adopted: 2/18/2026