



TIMELINE FOR THE 2023-2024 SCHOOL YEAR

Applications will be accepted starting November 1.

	APPLICATION DEADLINE	DATE NOTIFICATION WILL BE MAILED	ENROLLMENT DEADLINE	LOTTERY/SCHOOL PLACEMENT DATES
WINDOW #1	January 15*	February 15	March 15	April 5
WINDOW #2	March 15	March 29	April 12	May 3
WINDOW #3	May 31	June 8	June 13	June 14
WINDOW #4	August 2	August 9	August 16	August 9

*January 15 is the statutory application deadline for students coming from non-desegregation districts. If any of the dates indicated fall on a weekend, the last work day prior to that date will be the deadline.

Applications received after August 2nd will be processed based on space availability. Acceptance is into the district, and may not be specific to a school site. Families will be notified by mail once specific school placement decisions have been made.

TRANSPORTATION

Transportation to school is the responsibility of the parent/guardian. However, you may transport your student to an already existing bus stop within ISD 12 boundaries. For more information call Transportation Services at 612-789-5143.

Mail or Email the *Statewide Enrollment Options Form* to:

District Office
Centennial Public Schools
4707 North Road
Circle Pines, MN 55014
Attention: Wendy Schroeder

Email: wshroeder@isd12.org

No faxes please.

District Office Hours: 7:30 a.m.-3:30 p.m.



If you have further questions, please contact Wendy at the above email address or call 763-792-6006

APPLICATION PROCESS

- 1 Complete Section 1 on the attached *Statewide Enrollment Options Form*. An application must be completed for each student. The Parent/Guardian Address section must contain the parent/guardian address and the address must be in the state of Minnesota.
- 2 **Sibling Preference:** Preference is given to applicants who have a sibling who currently attends our schools. Note in the bottom section of the application the name, grade and school of all currently attending siblings.
- 3 **Employee Preference:** Preference is given to children of employees. Note in the bottom section of the application if the applicant is the child of an employee and the name of the employee.
- 4 **MDE-approved Achievement and Integration school choice plan.** If you are unsure whether the sending district has an Achievement and Integration Plan, go to <http://education.state.mn.us/MDE/fam/open/> and click on MN Districts with no Deadline for Open Enrollment.

APPROVAL GUIDELINES

Applications are approved in order of priority on a space-available basis. Application priority is given in the following order:

1. Sibling - if the student's sibling(s) currently attends the requested school.
2. Employee - if the student's parent/guardian is employed by the Centennial Public Schools.
3. MDE—approved Achievement and Integration school choice plan.
4. Space exists in grade level of requested school.

The following set of priorities will be used for placing students:

1. Enrollments will be determined based on available space. School placement decisions will be made at the end of each application window.
2. If the district receives more applications than it has available seats at a particular school and grade level, a lottery will be used to determine which students (who applied within the application window) will receive seats, regardless of the date of application. Lotteries will be conducted consistent with the application priorities as indicated at the top of this page.
3. Students not receiving a seat through the lottery will be offered one of two choices:
 - A. Accept second choice or third choice of schools as indicated on the application (or another choice if space is unavailable). Once committed, a family cannot make a repeat request for their first choice of schools, even if space becomes available.
 - B. Request that the student's name be put back in the lottery pool for the next application window. Applicants will not have a guaranteed seat in their other choice(s) of schools.

Lottery/School Placement dates are April 5, May 3, June 14 and August 9 and families of selected students will be notified by phone and US mail. Alternate names will be selected on these designated dates in the event a family no longer wishes to enroll.

Applications are looked at individually by grade and not by family. There is the possibility that not all students in the same family will be approved.

The Statewide Enrollment Options application process is governed by the Minnesota Department of Education Enrollment Options Program (Minnesota Statute § 124D.03) and school board policy.

Approved Students - who enroll do not need to reapply in subsequent years. Applications do need to be completed for siblings not currently attending.

RESIDENT DISTRICT NOTIFICATION

Copies of approved applications are mailed to the Enrollment Options Office of the resident district.

SCHOOL LOCATIONS - Contact the school directly to arrange a tour.

SCHOOLS	
Blue Heron Elementary School 405 Elm St Lino Lakes, MN 55014 763-792-6200	Rice Lake Elementary School 575 Birch St Lino Lakes, MN 55014 763-792-5700
Centennial Elementary School 4657 North Rd Circle Pines, MN 55014 763-792-5300	Centennial Middle School 399 Elm St Lino Lakes, MN 55014 763-792-5400
Centerville Elementary School 1721 Westview Centerville, MN 55038 763-792-5800	Centennial High School 4757 North Rd Circle Pines, MN 55014 763-792-5000
Golden Lake Elementary School 1 School Rd Circle Pines, MN 55014 763-792-5900	Centennial Area Learning Center 4881 101st Lane NE Circle Pines, MN 55014 763-398-2960