2024-2025 Application Instructions
Pre-Kindergarten – Grade 12

Before applying to school:
- Visit spps.org/apply to confirm your Area, Community School Zone (PreK-5), and transportation availability using School Finder.
- Visit school websites to explore specific school information.
- Contact the Student Placement Center at 651-632-3760 with questions.

Applying for school:
- Apply online at spps.org/apply. Paper applications may also be mailed to the Student Placement Center.
- Complete a separate application for each student.
- You must list at least one school choice and may list up to two school choices.
- Please fill out the application completely.

Pre-Kindergarten Criteria:
In addition to the Admission Priorities listed in the School Selection Guide, enrollment consideration for the Pre-K program is based on the following:
- Students who live in St. Paul
- Students who turn four years old by September 1, 2024
- Students who are English Learners
- Students who are eligible for free or reduced-price meals (see chart below)
- Students who receive Early Childhood Special Education (ECSE) services

Free/Reduced Lunch Guidelines:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Per Year</th>
<th>Per Month</th>
<th>Twice per Month</th>
<th>Every 2 Weeks</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$26,973</td>
<td>$2,248</td>
<td>$1,124</td>
<td>$1,038</td>
<td>$519</td>
</tr>
<tr>
<td>2</td>
<td>$36,482</td>
<td>$3,041</td>
<td>$1,521</td>
<td>$1,404</td>
<td>$702</td>
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<tr>
<td>3</td>
<td>$45,991</td>
<td>$3,833</td>
<td>$1,917</td>
<td>$1,769</td>
<td>$885</td>
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<tr>
<td>4</td>
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<td>$4,625</td>
<td>$2,313</td>
<td>$2,135</td>
<td>$1,068</td>
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<td>$65,009</td>
<td>$5,418</td>
<td>$2,709</td>
<td>$2,501</td>
<td>$1,251</td>
</tr>
<tr>
<td>6</td>
<td>$74,518</td>
<td>$6,210</td>
<td>$3,105</td>
<td>$2,867</td>
<td>$1,434</td>
</tr>
<tr>
<td>7</td>
<td>$84,027</td>
<td>$7,003</td>
<td>$3,502</td>
<td>$3,232</td>
<td>$1,616</td>
</tr>
<tr>
<td>8</td>
<td>$93,536</td>
<td>$7,795</td>
<td>$3,898</td>
<td>$3,598</td>
<td>$1,799</td>
</tr>
<tr>
<td>For each additional household member add:</td>
<td>$9,509</td>
<td>$793</td>
<td>$397</td>
<td>$366</td>
<td>$183</td>
</tr>
</tbody>
</table>

PreK-12 Priority Application Deadline: February 9, 2024
Student Placement Center - Saint Paul Public Schools, 2102 University Avenue W. St. Paul, MN 55114
## 2024-2025 Application for Enrollment in Saint Paul Public Schools: PreK-Grade 12

### Student’s Legal Name: ______________________ First Middle Last

#### Birth Date
- ☐ Female
- ☐ Male

#### Home Language
- ☐ Hispanic: No
- ☐ American Indian: No
- ☐ Asian: No
- ☐ Black: No
- ☐ Pacific Islander: No
- ☐ White: No

### Applying for Grade: _______  Student’s Current or Last School Attended: __________________________

### Does your child receive special education services and/or have an IEP?  ☐ Yes  ☐ No

### Do you believe that your child qualifies for free/reduced price lunch (see other side for criteria)?  ☐ Yes  ☐ No

Information you provide on this application form for Pre-Kindergarten students may be shared with Think Small, Head Start or the Minnesota Department of Education for program planning purposes. Check here if you do not want your information shared.  ☐

### 1. Parent/Guardian Name: ______________________ First and Last Name

#### Relationship to Student: ______________________

#### Home Address: ______________________ Street  Apartment #  City  State  Zip Code

#### Home Phone: ______________________  Cell Phone: ______________________  Email*: ______________________

#### Is a parent/legal guardian a current SPPS employee**?  ☐ Yes  ☐ No

- If yes, please list name of parent and work location: ______________________  Employee ID #: ______________________

** Please visit spps.org/apply or School Selection Guide for Specific Employee Considerations

### 2. Parent/Guardian Name: ______________________ First and Last Name

#### Relationship to Student: ______________________

#### Home Address: ______________________ Street  Apartment #  City  State  Zip Code

#### Home Phone: ______________________  Cell Phone: ______________________  Email: ______________________

#### Is a parent/legal guardian a current SPPS employee**?  ☐ Yes  ☐ No

- If yes, please list name of parent and work location: ______________________  Employee ID #: ______________________

** Please visit spps.org/apply or School Selection Guide for Specific Employee Considerations

### Alternate/Daycare Address (if different than home address)

This information is used for transportation purposes only. Admission priorities are based on home address only.

#### Pick Up Address: ______________________ Street  Apartment #  City  State  Zip Code

#### Pick Up Contact Person: ______________________  Pick Up Phone: ______________________

#### Drop Off Address: ______________________ Street  Apartment #  City  State  Zip Code

#### Drop Off Contact Person: ______________________  Drop Off Phone: ______________________

### Mail completed application to:
Student Placement Center, 2102 University Avenue W. St. Paul, MN 55114

### PRIORITY APPLICATION DEADLINE: FEBRUARY 9, 2024

### READ AND SIGN BEFORE SUBMITTING

- I understand that I may have to provide transportation for my child by choosing to enroll in a school outside our specified area.
- I understand that by choosing to enroll in the specified program, my child will be enrolled in the requisite courses. If this changes, I understand that I MUST provide transportation or transfer my child to our community school.
- I understand that excessive tardiness or unexcused absences during the school year may result in my child being required to accept enrollment in another school within my area.

Signature of Parent/Guardian: ______________________  Date: ______________________

### FOR OFFICE USE ONLY

Student ID: ______________________  Date received: ______________________

Area: ______________________  CSZ: ______________________

Admission Criteria:  ☐ Program Check:  ☐ Sibling:  ☐

Age/grade check:  ☐ Employee:  ☐ Twin ID: ______________________

EA to K:  ☐ GT:  ☐ SpEd:  ☐

NOTES: ______________________