

STUDENT ENROLLMENT

Policy 122

I. PURPOSE

To provide school policy regarding the enrollment process and the school lottery. Lakes International Language Academy (“the School”) does not discriminate on the basis of race, creed, gender, religion, national origin, marital status, parental status, status with regard to public assistance, disability, pregnancy, age, gender identity and expression, or sexual orientation. The School also makes reasonable accommodations for disabled students according to state statute (Policy 310 Equal Educational Opportunity).

II. STATEMENT OF POLICY

A. Annually, the School establishes the number of sections to be offered at each grade level the following school year, and the maximum number of students to be allowed in each section. The school strives to fill preschool and kindergarten at 100% capacity. In order to achieve the goal of having 100% of kindergarten seats filled, and to account for the typical 25% attrition of students accepted into kindergarten, the School commits to accept 125% of the allotted spots available in each kindergarten language track. In order to achieve the goal of having 100% of preschool and grades 1 - 12 seats filled, the School commits to accept 105% of the allotted spots available in the 5-day, 3-day, and 2-day preschool tracks, and 105% of the allotted spots in grades 1 - 12.

B. The school application period runs from January 16 (the day after the annual enrollment lottery) to 4:00 pm on the last school day prior to the January 15 enrollment lottery.

C. During the year-long application period, the application deadline and lottery date are advertised on the school website and during school tours.

D. In the months leading up to the application deadline, the school reminds staff and parents that sibling preference is available to siblings of currently enrolled K-12 students and staff children only if their applications are received prior to the application deadline. Applications with sibling and staff preference received after that date will be placed at the top of the waiting list, in the order received, if more than one.

E. Prior to the lottery date, the school registrar creates a list with the number of open seats. Names of siblings and staff applicants are entered and the remaining open seats are counted.

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F. By January 15th, the names of all students for whom the school has received timely applications are entered into the school's lottery system. All siblings, including twins/multiples are designated as such so that if one sibling is selected by lottery, the other sibling(s) are also selected.

G. In the event the number of applications received by the 4 pm deadline do not equal over 125% of kindergarten seats in either language, nor over 105% of preschool seats in any track, nor over 105% of seats at any grade level, the lottery will be canceled and all applicants will be informed of their placement in their first choice on or before January 15.

H. If the number of applications in any preschool track or grade level warrant a lottery, one will be held at 6:00 pm on January 15, regardless of day of the week or inclement weather. The lottery may be held online or in person in a public location in the school.

III. PRESCHOOL

A. Preschool students are placed in 5-day, 3-day, and 2-day preschool tracks until the track fills at 105%.

B. Once a preschool track has 105% of its capacity filled, students will be placed in their second choice track, until it too fills.

B. When a name is drawn without available openings in the student's selected preschool track, the names will be placed in order, on a waiting list, and assigned a number based on the order in which they were selected.

C. After the enrollment lottery is complete, all seated students and waiting list students are asked to complete an enrollment form and pay a deposit. Those who do not complete the enrollment form and pay the nonrefundable deposit by January 22, will be moved to the bottom of the waiting list.

D. As applications continue to come in after the lottery date, names are added to available seats in classes or to the bottom of the waiting list if all desired classes are filled. When students are admitted, parents have 14 days to complete the enrollment paperwork and pay the nonrefundable deposit or they will be moved to the bottom of the waiting list.

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E. As any admitted students drop from the enrollment within the first 7 days of the lottery date, all prospective students on the waiting list move up one position, and the student at the top of the list, who meets all enrollment requirements stated above, is enrolled, keeping enrollment numbers to 105% of allotted slots in each language track. After 7 days, no movement will be made from the waiting list unless enrollment falls below 100%.

F. Beginning on January 22, as enrollment drops below 100% in any preschool track, those students on the waiting list who are interested in that track's open seat will be offered the seat, in the order they were selected in the lottery.

IV. KINDERGARTEN

A. Students are placed in Chinese and Spanish classes until one of the languages fills at 125%. After that point, those students who have selected the unfilled language as a second choice language will be placed in their second choice language, until it too fills.

B. When a name is drawn without available openings in the student's selected language(s), the names will be placed in order, on a waiting list.

C. After the enrollment lottery is complete, all seated students and waiting list students are asked to complete an enrollment form. The school checks all applicants to ensure kindergarteners will have turned 5 years old prior to September 1st of the following year. If not, they are asked to follow the "early entrance" request procedures. The School Board is committed to facilitating, to the fullest extent possible, the development of underage children with unusually high ability. Therefore the School shall establish procedures for the early admission of these children under the authority of Minn. Stat. 124E.

D. As applications continue to come in after the lottery date, names are added to the bottom of the waiting list.

E. As any admitted students drop from the enrollment within the first 7 days of the lottery date, all prospective students on the waiting list move up one position, and the student at the top of the list, who meets all enrollment requirements stated above, is enrolled, keeping enrollment numbers to 125% of allotted slots in each language track. After 7 days, no movement will be made from the waiting list unless enrollment falls below 100%.

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F. Beginning on January 22, the waiting list will be divided into multiple lists, while still maintaining the relative order in which names were drawn. A “Single Language Waiting List” will be maintained for each language that is between 100% and 125% enrollment. These lists will contain the names of those whose parents will accept placement only in the particular language designated and would prefer to enroll elsewhere rather than enroll at the School in the other language. An “Either Language Waiting List” will be maintained containing the names of students who are enrolled in their parents’ second choice language, but would prefer to be moved to their first choice if a seat becomes available. As openings occur, students will be placed from the Single Language Waiting Lists first, followed by those on the Either Language Waiting List.

V. GRADES 1 - 12

A. Names are drawn and students are placed in grade levels until all sections at the grade are full at 105%.

B. When a name is drawn without available openings in the student’s grade or selected language(s), the names will be placed in order, on a waiting list.

C. After the enrollment lottery is complete, all seated students and waiting list students are asked to complete an enrollment form.

D. As applications continue to come in after the lottery date, names are added to the bottom of the waiting list.

E. As any admitted students drop from the enrollment within the first 7 days of the lottery date, all prospective students on the waiting list move up one position, and the student at the top of the list, who meets all enrollment requirements stated above, is enrolled, keeping enrollment numbers to 105% of allotted slots in each language track. After 7 days, no movement will be made from the waiting list unless enrollment falls below 100%.

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