

I. PURPOSE

To provide school policy regarding 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. 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, LILA commits to accept 125% of the allotted spots available in each kindergarten language track.
- 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 15th 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.

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- D. In the months leading up to the application deadline, the school reminds parents of current students that sibling preference is available to younger siblings only if the applications are received prior to the application deadline. After that date, any further applicants, siblings or not, are placed on the bottom of the waiting list.

- E. Prior to the lottery date, the school registrar and one or more board members create a list with the number of open seats. Names of siblings are entered and the remaining open seats are counted.

- F. By January 15th, the names of all students for whom the school has received timely applications are entered into an online lottery system, such as the one provided by SchoolAdmin or similar. All twins/multiples are designated as such so that if one twin/multiple is selected, the same-age sibling(s) are also selected.

- G. At 6:00 pm, the lottery is held online. Parents are given the web address so that they can view the real-time results from the location of their choice.

- H. When all seats are filled, the remaining names are selected, one at a time, to create a waiting list.

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

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- J. 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. 124D.10, Subd. 8 (f).

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

- L. 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%.

- M. Regardless of whether or not a student is enrolled in their alternate choice language, students are moved into their first choice language in the order their names were selected in the lottery, as openings occur, until 30 days prior to the start of the school year. After that date, non-enrolled students designating only one language choice will be placed in open seats in that language track ahead of students already enrolled in their alternate language choice.

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