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## **PARNASSUS PREPARATORY SCHOOL ENROLLMENT POLICY 8.6**

*(Board revised December 8, 2015)*

The school establishes the following admissions policy and procedures.

**POLICY STATEMENT:** Admission to the School is open to all students, without regard to intellectual ability, measures of achievement or aptitude, athletic ability, race, religion, or any other factors contained in Minnesota Statute section 124D.10, subdivision 9, and section 363A.13, as amended.

### **Enrollment Policy**

1. The Board will establish maximum enrollment by grade.
2. The Board will establish the enrollment period for the following school year.
3. The Board will publish its admission and lottery policy by January.
4. The School will ask families of currently enrolled students regarding their intent for the following year's enrollment. During the open enrollment period, the School will ask such families to complete an "Intent to Return" form which will be used to provide assistance with the School's planning and management but will not be binding upon the student because all existing students have the right to return to the School regardless of whether or not the Intent to Return form is completed. The Board will use the Intent to Return forms as a guide to identify the number of seats it will designate as available in any grade for the upcoming open enrollment period.
5. Parents and teachers will be provided notice of the open enrollment period so that siblings of enrolled students and children of teachers may submit an application.
6. Siblings of currently enrolled students who complete and submit an application by the end of the open enrollment period are automatically enrolled if there are available seats in the grade. If the number of siblings exceeds the number of available seats in the grade, a sibling lottery will be held to identify admitted students and to establish the order of the sibling waiting list for that grade. If all seats in the grade are filled by siblings, the lottery continues and establishes the sibling waiting list, which has preference over the general waiting list and the teacher children waiting list.
7. Children of teachers employed at the School who complete and submit an application by the end of the open enrollment period, are automatically enrolled provided all siblings of already enrolled students who submitted a timely application are enrolled, and provided there are available seats in the grade. If the number of children of teachers exceeds the number of available seats in the grade (after all siblings of already enrolled students are admitted), a teacher children lottery will be held to identify admitted students and to establish the order of the teacher children waiting list for that grade. If all seats are filled by children of teachers (after all siblings of already enrolled students are admitted), the lottery continues and establishes the teacher children waiting list, which has preference over the general waiting list.

8. All enrollment applications received will be date and time stamped.
9. General Lottery: All applicants who complete and submit an application by the end of the open enrollment period are automatically enrolled unless more applications are received than the maximum enrollment established by the Board for that grade. In this situation, all submitted applications for that grade will move to the lottery, except that siblings of enrolled students and children of teachers employed at the School have preference. If the number of applications received during open enrollment exceeds the number of available seats in any grade, the school will conduct a general lottery. The first general lottery conducted will be the highest grade for which seats are available. If a student is selected through the general lottery, the siblings of the selected students (who are also in the lottery) are automatically enrolled as long as seats remain available in that grade. Once all seats in each grade are filled, the lottery continues and establishes the general waiting list for that grade in the order drawn, until all names are drawn.
10. Applications received after the open enrollment period expires are automatically enrolled if there are available seats in the grade, in the order received. If there are no available seats in the grade, applications received after the open enrollment period expires are added to the waiting list for that grade, in the order received.
11. The school will conduct all lotteries through a method of random selection.
12. Notwithstanding any provisions to the contrary in this Enrollment Policy, the School reserves the right to refuse to allow a pupil who is expelled from another school to enroll during the term of the expulsion if the student was expelled for:
  - (1) possessing a dangerous weapon, as defined by United States Code, title 18, section 930, paragraph (g)(2), at school or a school function;
  - (2) possessing or using an illegal drug at school or a school function;
  - (3) selling or soliciting the sale of a controlled substance while at school or a school function; or
  - (4) committing a third-degree assault as described in Minnesota Statutes section 609.223, subdivision 1.

## **General Admission**

1. Order of Admission: Siblings of Already Enrolled Students, Children of Teachers Employed at the School, General Admissions.
2. No waiting list carries over from year to year: each waiting list is "redrawn" during each admission process each year.
3. Multiple births (twins, triplets, etc.): Each student completes an application (not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.