
Admission and Lottery Procedures for 2024-2025

(Board approved: 09/12/2023)

OPEN ENROLLMENT PERIOD: October 1, 2023 – January 31, 2024

2024-2025 ENROLLMENT LOTTERY DATE & TIME: February 8, 2024, at 8:30am on Zoom:
<https://parnassus.info/lottery>

SCHOOL OF GRAMMAR

- Prima and First Level Grammar (1G) will have five sections each. Second through Fourth Levels of Grammar (2G, 3G, and 4G) will have four sections each.
- Enrollment will be set at 25 students per section in Prima. This is the minimum and maximum* number. If enrollment falls below 25 students in a section, additional students will be added to that number.
- Enrollment will be set at 27 students per section in 1G. This is the minimum and maximum* number. If enrollment falls below 27 students in a section, additional students will be added to that number.
- Enrollment will be set at 30 students per section in 2G – 4G. This is the minimum and maximum* number. If enrollment falls below 30 students in a section, additional students will be added to that number.

*The enrollment office will attempt to over-enroll each School of Grammar class section by two students at the start of the school year. After October 1st, no new School of Grammar students will be added unless enrollment within a given class section drops below the specified minimum/maximum size for that school level.

SCHOOL OF LOGIC

- Enrollment will be set at 120 students in First through Fourth Levels of the School of Logic (1L-4L). This is the minimum and maximum* number. If enrollment falls below 120, additional students will be added to that number.

*The enrollment office will attempt to over-enroll by two (2) students per level (1L – 4L) but will not exceed that minimum/maximum number after October 1st.

SCHOOL OF RHETORIC

First Level Rhetoric (1R)

- Enrollment will be set at 90 students in the First Level of the School of Rhetoric (1R). This is the minimum and maximum* number. If enrollment falls below 90, additional students will be added to that number.

*All students who were enrolled in the Fourth Level Logic in the previous year will be offered a continued enrollment spot, even if that number exceeds 90 students.

*The enrollment office will attempt to over-enroll six students in 1R, but will not exceed that minimum/maximum number after October 1st.

Second, Third, and Fourth Levels Rhetoric (2R, 3R, and 4R)

- These levels are at capacity with existing returning students.

PARNASSUS PREPARATORY SCHOOL ENROLLMENT POLICY 8.6

(Board approved: 09/12/2023)

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 363A.13, as amended.

Parnassus policy also fully aligns with Minnesota Statutes, section 124E.11 (c), where Parnassus Preparatory School gives enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and preference for enrolling children of the school's staff if there are available seats for the grade before accepting other pupils by lottery.

Enrollment Policy

1. The Board will establish maximum enrollment by level.
2. The Board will establish the enrollment period for the following school year.
3. The Board will publish its admission and lottery procedures before open enrollment commences for the following school year.
4. Parents and teachers will be provided notice of the open enrollment period so that siblings and foster siblings of enrolled students and children of staff may submit an application.
5. Siblings and foster 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 level. If the number of siblings and foster siblings exceeds the number of available seats in the level, a sibling lottery will be held to identify admitted students and to establish the order of the sibling waiting list for that level. If all seats in the level are filled by siblings and foster siblings, the lottery will continue to establish the sibling waiting list, which will have preference over the general waiting list and the staff children waiting list.
6. Children of staff employed at the School who complete and submit an application by the end of the open enrollment period are automatically enrolled, provided all siblings and foster siblings of currently enrolled students who submitted a timely application have been enrolled, and provided there are available seats in the level. If the number of children of staff exceeds the number of available seats in the level (after all siblings and foster siblings of currently enrolled students are admitted), a staff children lottery will be held to identify admitted students and to establish the order of the staff children waiting list for that level. The staff children waiting list will have preference over the general waiting list.
7. All enrollment applications received will be date and time stamped.
8. 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 level. In this situation, all submitted applications for that level will move to the lottery, except that siblings and foster siblings of currently enrolled students and children of staff employed at the School will have preference. If the number of applications received during the open enrollment period exceeds the number of available seats at any level, the School will conduct a general lottery. The first general lottery conducted will be the highest level for which seats are available. Once all seats in each level are filled, the lottery continues and establishes the general waiting list for that level in the order drawn, until all names are drawn.
9. If a student is selected for enrollment through the general lottery, any siblings, and foster siblings of the selected student (who are also in the lottery) will receive sibling preference only after the selected student has submitted completed enrollment paperwork.

10. Applications received after the open enrollment period expires are automatically enrolled if there are available seats in the grade, in the order in which they are 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 in which they are 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 and foster siblings of Currently Enrolled Students, Children of Staff Employed at the School, General Admissions.
2. **Waiting List** – No waiting list or application for enrollment carries over from year to year: each waiting list is “redrawn” during each admission process each year and a new application must be submitted each year.
3. **Multiple Births** – If multiple birth siblings (twins, triplets, etc.) apply for admission, a separate application record should be completed for each student. In an enrollment lottery, each student receives an individual number/lot in the lottery.
4. **New Student Grade Retention or Advancement** – Students who are enrolled in a Minnesota public school will not be grade advanced or retained unless Parnassus receives a written recommendation from the Principal of the school the child was previously attending, along with records indicating the reason for the grade retention or advancement.
5. **Early Admissions** – A child admitted to Prima (Kindergarten) must be five years old or older on September 1st of the school year in which the child applies for entrance. Parnassus does not have a process for early admission to Prima. If an underage child is transferring from a kindergarten program in a public school in Minnesota, Parnassus will verify that the child was enrolled through early admission procedures. After verification through school records, the child may continue in that level (Prima) at Parnassus. If an underage child is transferring from a public kindergarten in another state, the child may continue in kindergarten/Prima pending receipt of school records. In either circumstance, close monitoring of the child’s progress will occur. If an underage child is transferring from a non-public school kindergarten, or homeschool, the child will not be allowed to enroll at Parnassus during that academic year.