**LIFE Prep ENROLLMENT POLICY**

1. **PURPOSE  The purpose of this policy is to explain the application and enrollment process at LIFE Prep so that families will have information to make decisions regarding their children's school attendance.**
2. **POLICY STATEMENT  This policy establishes guidelines for admission into LIFE Prep that are consistent with the admission requirements of Minnesota Statutes §124E and other applicable laws.**
3. **GENERAL ENROLLMENT PROVISIONS**
	1. **LIFE Prep is a public school and pursuant to state law, must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further described in section VI.**
	2. **Before admitting a student on the lottery list, LIFE Prep shall give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil’s parents.**
	3. **Before accepting students by lot, LIFE Prep will give preference to enrolling children of the school’s staff before accepting other pupils by lot.**
	4. **LIFE Prep shall not discriminate against any student based on race, color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.**
	5. **LIFE Prep shall not seek any information about any applicant that may be used to discriminate against the applicant in either school's policies or governing la.ws This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been admitted.**

**IV.**

F. Notwithstanding any other provision of this policy to the contrary, in compliance with the requirements of the Minnesota Department of Education LIFE Prep shall not select students based on religious preference.

G. LIFE Prep will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student unless required to do so by Minnesota’s Pupil Fee Law.

**APPLICATION AND ENROLLMENT PROCEDURES**

1. Interested families will submit applications up until the lottery application deadline established each calendar year.
2. Acceptance of applications for any given school year will begin in January during the prior school year.
3. Once the application period is closed, if there are more applicants than spots available, all timely applications will be included in a random lottery which preferences first the siblings of currently enrolled students, and second the children of staff members.
4. This lottery will be held no later than seven business days after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.
5. Written notice of the date of the lottery is communicated in letter form to current families and posted on the school’s website.

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