ENROLLMENT and LOTTERY POLICY

Date Approved:
Revised: 5/1/2019
Approved by: Board of Directors
Section: Enrollment

Intent:
Laura Jeffrey Academy (LJA) is a tuition-free public school and is open to all students in grades 5-8 that reside in Minnesota.

Process:
Each year LJA will establish an open enrollment period of time in which the school will accept applications for the coming school year. This enrollment window period shall be determined by the LJA leadership team and communicated on our website.

In the event that the number of students who wish to attend exceeds the school's capacity, enrollment shall first be extended to the sibling of an enrolled pupil and foster child(ren) of enrolled pupil's parents and may be extended to children of LJA staff.

Open Enrollment

- During the open enrollment period, the number of seats available for the following school year will be determined by the administrative staff.
- Applications for enrollment will be accepted during the open enrollment period.
- If the applicant pool exceeds the number of available seats, a lottery will be conducted and students will be placed based on a random selection. Students who are not assigned during a random selection will be placed on a waiting list in an order determined by the lottery.
- After the public random drawing, all families will be notified of their enrollment status (space available and/or appropriate waiting list placement). Families must accept or decline enrollment within 30 days, otherwise enrollment will be forfeited.
- The waiting list will be utilized should an opening occur. If spaces remain open after the open enrollment period and public random drawing, they will be filled on a first-come, first served basis.
- Students on the waiting list who are not notified of an opening throughout the duration of any given school year will not automatically re-enter into the following year enrollment lottery. A new Application for Enrollment Form must be completed and submitted during the open enrollment period.