

La Crescent Montessori & STEM School
POLICY 616: ENTRANCE AGES AND LOTTERY

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Entrance & Lottery:

The school, including its preschool or prekindergarten program established under Minn. Stat. § 124E.06, subd. 3(b), shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot.

To be admitted to LMSS, a child must be the appropriate age by September 1 of the year for which enrollment is sought. Appropriate ages are described below. Exceptions may be considered on a case-by-case basis for students with birthdays between September 2 and October 31 for early admittance. Early admittance exceptions are described below. Exceptions will not be made for children with birthdays occurring on November 1 or later.

Ages required for admittance:

To be admitted to the pre-k 3-year-old program, a child must be at least 3 years old by September 1 of the year he/she applies for enrollment.

To be admitted to the pre-k 4-year-old program, a child must be at least 4 years old by September 1 of the year he/she applies for enrollment.

To be admitted to kindergarten, a child must be at least 5 years old by September 1 of the year he/she applies for enrollment.

To be admitted to first grade, a child must be at least 6 years old by September 1 of the year he/she applies for enrollment.

Early Admittance:

For students new to education:

If a child's birthday occurs September 2 through October 31, the parent/guardian may request early admission of that child to preschool or kindergarten. (These requests will only be considered if space is available in the grade after the enrollment lottery date.) The child will complete the BRIGANCE Screen Basic Assessments for the grade they wish to be admitted to, and at no cost to the family. If a child scores higher than 65, he/she may be considered for early admittance. An additional teacher observation of the child will be held and taken into account when the testing data is analyzed. The evaluations will include cognitive, social, and emotional domains. A meeting will be held with the Head of School and the classroom teacher in which a report will be given, and a decision will be made as to the early admission of the child into the program.

If the child meets the necessary requirements as stated in the BRIGANCE Screen Basic Assessments but is not granted admission by the classroom teacher and Head of School, the parents/guardians may bring it to the board of directors for review.

For students transferring from another educational institution:

Beginning of the School Year Transfers: A student transferring at the beginning of the school year will be admitted into the grade that follows the one they completed at their previous institution.

Mid-Year Transfers: A student transferring mid-year may be admitted to LMSS at the same grade level, provided they have had regular attendance at their previous institution.

Assignment of new LMSS students to other grade levels (2-12) will involve consideration by staff of the student's chronological age, previous school history, and apparent readiness to meet grade-level expectations.

Applications will be accepted beginning January 1st for the following school year. On February 1, preferences are determined and grouped. All eligible students who submit a timely application must be enrolled unless the number of applicants in any specific grade exceeds the number of available seats. If the number of applicants in any specific grade exceeds the number of available seats, a lottery drawing will be held to determine who will be admitted to that grade. Waiting lists are constructed in the order drawn in the lottery. After the conclusion of the lottery, LMSS shall add to the waiting lists on a first-come first-serve basis. This waiting list is used to fill subsequent openings for the following academic year. If the number of applicants is less than the available seats, then all applicants are accepted. All additional applicants after February 1 will be accepted on a first-come-first-serve basis, or added to the waitlist in the order in which the application was received. Preferences during the lottery policy are described below.

Current-year applications (transfers of students during the school year) may be submitted throughout the year until April 1st. Applications will not be accepted for current-year transfers after April 1st. Exceptions can be made for students who move into the area after April 1.

Preference for Enrollment:

Preference is given in the following order:

First priority will be given to siblings of enrolled students and to foster children of parents with currently enrolled students. If there are more applicants with first priority than available seats, the available seats will be selected by lottery, and offers of enrollment will be made in the order drawn.

Second priority will be given to children of current LMSS employees whose employment is stipulated in advance to total at least 480 hours in a school calendar year. If there are more applicants with second priority than available seats, the available seats will be selected by lottery, and offers of enrollment will be made in the order drawn.

Any applicant with enrollment priority who does not receive an offer of enrollment will be placed at the beginning of the wait list in order of priority.

Once all applicants with priority have been placed, a lottery will be conducted for the remaining seats, if any. After the lottery, students who are not accepted will be placed on a waiting list. Enrollment will be sequential by lottery number.

If any student, whether assigned a seat or on the waiting list, cancels their application or forfeits their seat, the student shall lose their place. If the student later re-applies, they shall be treated as a new applicant.

Seats will continue to be filled until the class and grade level are full. The wait list will be utilized should an opening occur. If spaces remain open after the wait list is exhausted, any available space will be filled upon receipt of a completed application on a first-come, first-served basis.

Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, the student will remain enrolled until the student formally withdraws, (the school receives a request for the transfer of records from another school, the school receives written notification by the parent/legal guardian of the student withdrawing), or the student is expelled under the Pupil Fair Dismissal Act.

Maximum Class Size: (10 students per grade level)

Children's House 30 students (20 preschool, 10 Kindergarten)
EI 30 students
EII 30 students
AP 60 students

The classroom program level may only be over-enrolled under special circumstances and at the discretion of the teaching-level team.

The school administration shall implement procedures as necessary to ensure the orderly enrollment of students and compliance with all relevant laws and regulations regarding enrollment.

Preschool Students:

Students who enroll and are accepted into the tuition-based 3 year old preschool program will remain enrolled through the 4 year old tuition-based preschool program, unless the student formally withdraws, (the school receives a request for the transfer of records from another school, the school receives written notification by the parent/legal guardian of the student withdrawing), or the student is expelled under the Pupil Fair Dismissal Act. Enrollment in the tuition-based preschool program does not guarantee or provide preference for enrollment into the K-12 program.

Out-of-State Residents:

Students who do not reside in Minnesota are welcome to apply. LMSS must, however, give enrollment preference to a Minnesota resident child over children who do not reside in Minnesota. Accordingly, out-of-state residents cannot be admitted before Minnesota residents, and if enrolled, re-enrollment is not guaranteed. If admitted, out-of-state resident students must annually apply to re-enroll and must pay tuition.

PROCEDURE

Start Date:

Students may begin attending school one week (5 school days) after the completion of the following items:

1. All enrollment forms have been properly filled out and turned in at the office
2. All requested documentation has been submitted to the office (i.e. medication forms, immunization forms, etc.)
3. LMSS family handbook has been provided to the family
4. The student, the parent(s), and the teacher have met to discuss classroom expectations. (This meeting may happen within the 5-day preparation period. Back-to-school night qualifies as the meeting between teacher, parent, and child.)

Exceptions to waive any of the above requirements can be made to ensure compliance with the McKinney-Vento Homeless Assistance Act.