Saint Paul Conservatory
FOR PERFORMING ARTISTS

## ➢ Admissions & Lottery Process

### ✓ Application & Enrollment

- **OPEN ENROLLMENT: SEPTEMBER 1 – FEBRUARY 1**
- Applications will be accepted through the next school or business day until 4:00 PM if SPCPA is closed on February 1 and considered in the initial batch of invitations to enroll for the following school year.
- Applications will continue to be accepted after the open enrollment period ends and students will be automatically invited to enroll if space is available. If space is not available, they will be added to the lottery-established waitlists in the order received.
- Applications included in the lottery are invited to enroll by grade level first and arts program second. A grade level may have available space but that does not always coincide with available space in every arts program.
- Students may be invited to enroll during the lottery process but not into their preferred arts program.
- Students may accept the invitation to enroll into an alternate arts program and join the waitlist for another or other, preferred arts programs. Alternatively, students may decline the invitations to enroll into alternate arts programs and remain on the waitlist for their preferred arts programs.
- Waitlists function independently, and acceptance of enrollment in one arts program will not impact waitlist status in another or other arts programs.
- A separate application is required for each student.
- Incomplete applications will not be considered and returned for resubmission.

### ✓ Order of Enrollment Priority

- Tier 1 = siblings (including foster siblings) of enrolled students
- Tier 2 = children of SPCPA employees
- Tier 3 = general admission

### ✓ Lottery and Seat Allocation

- A lottery will be held if applications exceed available seats by arts program, class, grade level, or facilities.
- Sibling and employee-child preferences apply across arts programs, classes, grade levels, and facilities.
- Waitlists are maintained separately for each grade level and arts program and are independent of each other.
- Acceptance of enrollment in one arts program does not impact waitlist status in another or other arts programs.
- Acceptance of an invitation to enroll requires timely submission of all documents.
- New students are not admitted to grades 9-11 after third quarter ends.
- New students are not admitted to grade 12 after first semester ends.

✓ **Random Selection**

- SPCPA conducts all lotteries through a method of random selection.

✓ **Notifications and Deadlines**

- Notification of the date, time, and place of the lottery, if necessary, will be posted on the main page of the school's website within three (3) school days after the open enrollment period ends.
- The initial batch of invitations to enroll for the following school year will include a deadline of fifteen (15) school or business days to accept by submitting the required enrollment documents. This deadline applies whether the lottery process was necessary to utilize or not.
- Invitations to enroll will be extended thereafter approximately every five (5) school or business days if space is available. A deadline of fifteen (15) school or business days to accept by submitting the required enrollment documents will continue to be used for all invitations to enroll sent until approximately the third week in July.
- Invitations to enroll extended during and after the last week in July will have five (5) school or business days to accept or decline.
- New students must start within the next five (5) school days of the academic year invited to enroll.
- A one-time extension of five (5) school or business days will be granted following applicant request.

✓ **Informational Meetings**

- SPCPA hosts Informational Meetings during the open enrollment period and throughout the school year. This allows all interested students, families, and community members to learn about the history, mission, philosophy, purposes, and educational objectives of SPCPA.

✓ **Important Notes**

- Waitlists reset annually and do not carry over.
- Multiple-birth siblings require separate applications. In a lottery situation, each student receives a separate lottery number/lot in the lottery.
- The executive director, superintendent, chief administrator, or designated licensed administrator is responsible for procedure interpretation and updates.