

St. Thomas Lutheran School  
Enrollment Procedures 2010-2011

**New Student Enrollment Applications Will Be Taken Beginning Monday, Feb. 8th**

1. An application for enrollment must be completed and returned to the school office, along with the \$20 application/testing fee, copies of the most recent report card and academic tests (Iowa, SAT, etc.). Immunizations, birth certificate and a records request must be submitted prior to enrollment. **New students will not be tested or accepted until student records from previous schools have been reviewed.**
2. A testing date for new students will be determined. The screening test may be administered by the classroom teacher, principal or a designated person. The screening test will be based upon the exiting skill level from the previous grade. If the student is enrolling mid-year, the test will consist of materials presently being used by the existing grade level. The test will consist of reading, mathematics, and a writing component for grades 3-8. The test for grades K-2 will consist of readiness skills determined by the classroom teacher. Test results will be shared with parents. The actual test materials will remain at STL.
3. Students showing the academic ability to work within the curriculum of STL will be interviewed by the principal and classroom teacher. The interview will also include discussions with the parents.
4. Acceptance will be determined based upon the test information, academic records, interview, class size and dynamics. This will be accomplished by discussion with principal and teacher(s) directly involved with the education of the applicant.
5. It may be determined that an applicant might better succeed at STL by placement in a lower grade level.
6. Due to class size or dynamics, some applicants may be accepted *but* placed on our waiting list. Families will be informed as soon as an opening becomes available.
7. All new students will be accepted on a six (6) week probationary period. During this time, student academic growth and behaviors will be reviewed. The principal will stay in contact with the parents. At completion of the probationary period, student enrollment may continue under one of the following two conditions:
  - a) Acceptance without further condition
  - b) Acceptance with specific conditions for continued enrollment. This may include a need for tutoring or an improved attitude and/or behaviors.
8. All correspondence with the family concerning enrollment will be the responsibility of the principal. Letters will clearly delineate any academic concerns or behavioral issues. Copies of all letters will be filed.
9. Parents will be asked to sign a letter of commitment to their child's education.

## Enrollment Policy and Procedures Statement of Rationale

As the body of Christ chosen to minister through St. Thomas Lutheran School to the educational needs of the children and families brought to us, we believe the following:

- ◆ Students wishing to enroll at STLS need to be capable of working within the curriculum established for the school.
- ◆ Students wishing to enroll at STLS need to show through their words, actions and attitudes that they desire to exhibit the lifestyle of a Christian. This is done in the framework of the Law and Gospel.
- ◆ Students wishing to enroll at STLS need to show a desire to grow academically, spiritually, morally, and emotionally.

Therefore, the following enrollment policy and procedures will be used to determine acceptance of new incoming students and may also affect continued enrollment.

### St. Thomas Lutheran School Admission Policy

#### I. Review of Applications

The principal shall review all applications for admission. All required paperwork must be submitted for further consideration. The principal will make the final recommendation.

#### II. Priorities of Enrollment

It is the objective of STLS to provide a full-time Christian education to as many children as possible. However, limitation of facilities dictates that a system of priorities is necessary to provide a guide for approval of applicants. The Board of Education may rule on specific cases as warranted. Registrations received by the enrollment deadline shall be accepted based upon the following criteria.

1. Children who hold membership at St. Thomas Lutheran Church
2. Children enrolled from the previous year
3. Children of Lutheran Church - Missouri Synod congregations
4. Children of other Lutheran synods
5. Children who are un-churched or un-baptized
6. Children who hold membership in other churches

#### III. Non-Discriminatory Policy

St. Thomas Lutheran School admits students of any race, color, national and ethnic origin and sex to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. STLS does not discriminate on the basis of race, sex, color, or national and ethnic origin in the administration of its policies and other school-administered programs.