

**2016-2017**  
**LINCOLN PREPARATORY SCHOOL**  
**STUDENT APPLICATION FOR ADMISSION**

(Please carefully read "Admission Process" on pages 1 and 2 before completing.)

**INSTRUCTIONS**

The Student Application for Admission ("Application") should be completed by the student's parent/guardian. Please print all answers legibly. If a field does not apply, please write "N/A." Failure to provide information on this Application sufficient to permit the school to offer admission to the student based on qualifying residency will require a conference with a school representative to obtain additional information.

**ADMISSION PROCESS**

**GENERAL INFORMATION**

**Apply:** A student applying for admission to Grambling Laboratory Charter School (the "School") for the 2016-2017 school year must complete a Student Application for Admission ("Application"). Applications for the 2016-2017 school year are accepted 12:01 a.m., Tuesday, April 5, 2016, through 5:00 p.m., Thursday, May 5, 2016 ("Open-Enrollment Period"). Students can apply using one of three methods:

1. Complete an online Application at <http://responsived.com/grambling-lab/>, or
2. Call 318-596-1100, or
3. Visit the School at 407 Central Ave., Grambling, LA 71245

**Provisional Admission:** All students who reside within Louisiana who have submitted an Application during the Open-Enrollment Period ("Eligible Applicants") will be notified of provisional admission pending the close of the Open-Enrollment Period and the determination of the need for a lottery.

**Lottery:** If the number of Eligible Applicants does not exceed the number of vacancies, then all Eligible Applicants who have timely applied during the Open-Enrollment Period will be offered admission. If there are more Eligible Applicants than available spaces in a program/class/grade/school, then a lottery will be conducted at The Grambling Laboratory School cafeteria, at 6:00 pm Monday, May 9, 2016. A name (or number assigned to a name) will be drawn for each vacancy that exists, and each Eligible Applicant whose name (or number) is drawn will be offered admission. The remaining names will then be drawn and placed on a waiting list in the order in which they were drawn.

Notification of admission will be made by telephone, e-mail, or U.S. Postal Service. FAILURE OF A PARENT/GUARDIAN TO RESPOND WITHIN FIVE (5) CALENDAR DAYS OF THE DATE OF THE TELEPHONE CALL OR E-MAIL, OR WITHIN FIVE (5) CALENDAR DAYS OF A POST-MARKED LETTER, WILL FORFEIT HIS OR HER POSITION IN THE LOTTERY. PARENTS/GUARDIANS SHOULD CALL THE SCHOOL IMMEDIATELY UPON RECEIPT OF THE NOTICE IN ORDER TO PRESERVE THEIR STUDENT'S POSITION IN THE LOTTERY.

**Exemptions:** The following students are exempt from the lottery and shall be automatically offered admission to the School: (1) students enrolled at Grambling Laboratory School as of April 5, 2016; and (2) siblings of students enrolled at Grambling Laboratory School as of April 5, 2016.

**Waiting List:** If a vacancy arises before or during the 2016-2017 school year, the Eligible Applicant on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

**Applications Received After the Open-Enrollment Period:** If an Application is received from an Eligible Applicant after the close of the Open-Enrollment Period, the Eligible Applicant's name will be added to the waiting list behind the names of the Eligible Applicants who timely applied.

**Enrollment Packet:** Students offered admission to the School—as well as the first ten Eligible Applicants on the waiting list—will be required to complete the school's Student Enrollment Packet ("Enrollment Packet"). STUDENTS WHO FAIL TO COMPLETE THE REGISTRATION PACKET (ALONG WITH ALL REQUIRED DOCUMENTATION) WITHIN 30 CALENDAR DAYS OF RECEIVING THE REGISTRATION PACKET WILL BE DEEMED TO HAVE WITHDRAWN FROM THE SCHOOL (OR WITHDRAWN THEIR APPLICATION) TO MAKE ROOM FOR OTHER ELIGIBLE APPLICANTS.

**Re-Apply:** Students still on the waiting list on April 3, 2017, who wish to apply for admission for the 2017-2018 school year, will need to re-apply 12:01 a.m., Monday, April 3, 2017, through 5:00 p.m., Wednesday, May 3, 2017 ("2017-2018 Open-Enrollment Period").

#### **IMPORTANT NOTIFICATIONS**

**Residency Information:** Subject to applicable law, the school may accept only those students within the school's designated geographic boundary. As such, students will be required to show proof of residency when completing the Enrollment Packet. Failure to comply with this requirement will result in the immediate initiation of procedures to exclude the student from admission.

**Parental Rights:** The completion of this Application does not determine the parental relationship and does not affect legal right of access to the student or the student's records.

**Non-Discrimination:** In accordance with state law and the School's charter; it is the policy of the School to prohibit discrimination in student admission on the basis of race, religion, gender, ethnicity, national origin, intelligence level as ascertained by an intelligence quotient examination, or identification as a child with an exceptionality as defined in R.S. 17:1942(B).

<b>STUDENT INFORMATION</b>		
Student's Legal Name (Last, First, Middle)	Student's DOB (MM/DD/YYYY)	
Student's Primary Residence (Street Name, Building and/or Apt. #, City, State, ZIP)		
Student's Primary Phone Check One: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Grade Entering for the 2016-2017 School Year	
School Student Attended During the 2015-2016 School Year (School Name, City, State)		
Was the student enrolled at Grambling Laboratory School as of April 4, 2016? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the student have a sibling who was enrolled at Grambling Laboratory School as of April 4, 2016? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," please list the name of each enrolled sibling.		
<b>PARENT/GUARDIAN INFORMATION</b>		
Parent/Guardian with Whom the Student Lives	DOB (MM/DD/YYYY)	Relationship to Student
Father's/Guardian's Name (Last, First, Middle)		DOB (MM/DD/YYYY)
Father's/Guardian's Primary Residence (If Different From Student's Address)		
Father's/Guardian's Primary Phone Check One: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Father's/Guardian's E-mail	
<b>PARENT/GUARDIAN INFORMATION CONT.</b>		
Mother's/Guardian's Name (Last, First, Middle)		DOB (MM/DD/YYYY)
Mother's/Guardian's Primary Residence (If Different From Student's Address)		
Mother's/Guardian's Primary Phone Check One: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Mother's/Guardian's E-mail	
<b>SIGNATURE</b>		
Parent/Guardian Signature: "I certify that I have read the 'Admission Process' above and that the information contained in this Application is true and correct."		Date

## ETHNICITY AND RACE DATA

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. United States Federal Register (71 FR 44866)

**Part 1. Ethnicity:** Is the person Hispanic/Latino? (Choose only one.)

- Hispanic/Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
- Not Hispanic/Latino

**Part 2. Race:** What is the person's race? (Choose one or more.)

- American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- Black or African American – A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

\_\_\_\_\_  
**Parent/Guardian Signature (or observer)**

\_\_\_\_\_  
**Date**

## SCHOOL USE ONLY

Date and Time of Receipt

Name of School Official

Updated August 5, 2016