LEAD Public Schools Enrollment Procedures

Step 1: Application

We accept applications for our initial lottery period between October and February. To apply to our schools, families must fill out a simple, online application through our enrollment system called Smart Choice. In order to be considered for our lottery process, applications must be submitted from the time the application system opens until approximately **mid-February**.

It does not matter at which point you submit your application during the application window. The only requirement to be included in our random lottery selection process is that you submit by the lottery deadline. Any applications submitted after the lottery deadline will automatically be placed on the waiting list

Step 2: Lottery

Students offered a seat at a LEAD Public School will be chosen through a random lottery selection process that takes place in March. Families can see the results of the lottery in their Smart Choice portal. Schools will call families and mail a letter home.

Step 3: Enrollment and Registration

Once you are accepted into a LEAD Public School, families will then need to register their child(ren) for that school. To register, a family will complete a registration packet about their student and submit a student birth certificate, parent/guardian photo ID,

proof of address, and immunization records at the campus front office of the school of which you applied.

Please note: You will also have to accept your LEAD seat through MNPS. Families will receive an email from MNPS about a LEAD placement. Log in here and accept your seat. Congratulations, you're now a part of the LEAD Team and Family!

Step 4: Commitment to LEADership Meetings and Orientation

Commitment to LEADership meetings will take place beginning in April for the purpose of on-boarding you to the LEAD Public Schools' family. These meetings will take place throughout the summer, and can also be completed as a part of our "Taking the LEAD" campus events. Contact your individual LEAD campus to find out the dates of your new LEAD campus' "Taking the LEAD" event which is for all New to LEAD families!

Step 5: First Day of School

The first month of school will host back to school events for both new to LEAD and returning families. These events are meant to build community, and to also welcome everyone back to school. Families will receive transportation, school schedule, and back to school information. We look forward to meeting you.