

Re-Enrollment Information

Please take time to read this information concerning the re-enrollment process. If you have any questions, please call the school office at (952) 854-0224, ext. 109.

1. Your re-enrollment packet includes the following:

- **RE-ENROLLMENT APPLICATION**
- **TUITION AND FEES SHEET**
- **FINANCIAL AID INFORMATION SHEET**
- **COVENANT STATEMENT**
- **OUTREACH GRANT INFORMATION SHEET**
- **COMPUTER USE AGREEMENT FORM**

2. Please follow these steps in the re-enrollment process:

- Complete the **RE-ENROLLMENT APPLICATION**.
- Read carefully and discuss with your youth the **COVENANT RELATIONSHIP STATEMENT** and the **COMPUTER USE AGREEMENT**.
- Return the **RE-ENROLLMENT APPLICATION** and the signed **COVENANT RELATIONSHIP STATEMENT** and **COMPUTER USE AGREEMENT** together with the non-refundable registration fee of \$150 to the school office by February 23. (Please note that the \$250 curriculum and supplies fee is due by March 31. However, you may also submit payment with your registration fee.)

3. Please note:

- Your tuition rate for 2004-2005 will be based on the date that re-enrollment materials, together with the registration fee, are received. The cut-off date for the lowest tuition rate has been extended to February 23 for re-enrollees.
- The financial aid process is detailed on the enclosed **FINANCIAL AID INFORMATION** sheet. There have been changes this year, so please read the sheet carefully. The **FINANCIAL AID APPLICATION** is available from the office. It can also be downloaded from the admissions page of the LHS web site. TADS forms can be picked up from the office.
- If you wish to change your payment plan or payment date, pick up a new SMART tuition application in the school office. Otherwise, your tuition payment plan will automatically roll over for the 2004-2005 school year.



**LUTHERAN
HIGH SCHOOL**

Re-Enrollment Application

Please return the following with this form Registration Fee Covenant Statement Computer Usage Agreement

Grade in 2004-2005 _____ H.S. Graduation Year _____
Student Name (First) _____ (Middle) _____ (Last) _____ Male Female

Home Address _____

Resides in School District # _____ Student Email Address _____

Phone # (____) _____ Date of Birth _____ Social Security # _____

Church Home _____ Synod/Denomination _____

Church Address _____

Parent #1 Name _____ Father Mother Other

Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____

Email _____

Occupation _____ Employer _____

Parent #2 Name _____ Father Mother Other

Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____

Email _____

Occupation _____ Employer _____

Financial Information & Payment Details

Person Responsible For Paying Tuition _____

Father Mother Grandparent Other _____

Address (if different from above) _____

Applying for financial aid (work study) Minority Student Professional Church Worker Credit (child of church worker)

Multiple Student Discount (# of students ____) LCMS-MN South District Student Aid (student plans to pursue full-time church work)

Transportation

Bloomington School Bus (Bloomington Residents Only) Drive Carpool MTC Bus Walk/Bike Undecided

Statement of Intent

I/we, as (a) parent(s), desire a quality, Christ-centered education for my/our child and believe that Lutheran High School of Greater Minneapolis will provide this type of education. I/we understand that secondary education includes a partnership between the parents and the school and will commit to timely payment of tuition/fees, include the school in prayers, seek to keep open lines of communication with the school, and abide according to the structure outlined in the "Covenant Relationship Statement."

I/we understand that photographs taken of the applicant at school-sponsored activities may be used for promotion of Lutheran High School.

Signed _____ Date _____

I want to attend Lutheran High School and receive a Christ-centered education. I will strive to perform to the best of my ability and to live within the Covenant Relationship, outlined on a form in the application packet and in the *Student/Parent Handbook*.

Signed _____ Date _____

In its programs, Lutheran High School does not discriminate on the basis of race, color, national or ethnic origin, sex, or religion.



**LUTHERAN
HIGH SCHOOL**

Outreach Grant Information

The following information explains how, by recommending Lutheran High School to another family, you can have your registration fee and curriculum and supplies fee (\$400 combined) waived .

Lutheran High School is committed to bringing God's Word to young people in order to draw them into a closer relationship with their loving God. A commitment to expanding the ministry into our community will bring the advantage of a Christ-centered education to more young people. Together with you, and under God's gracious blessings, we hope to move forward with our commitment.

Experience has taught us that the most effective outreach to new families is our current families who share their enthusiasm and support for our ministry. This grant is an opportunity to say "thank you" in a tangible way to those families.

Grant Structure

Lutheran High School will waive the registration fee for the 2005-2006 school year to a family who actively recruits a sophomore, junior, or senior student. It is also available for a family who actively recruits a freshman who is not from an LHS association congregation or school of an association congregation. The new student must remain through the entire school year (2004-2005). The sponsoring family will have their registration fee waived for the following school year (2005-2006).

Procedure

To receive this grant, both the sponsoring family and the new family must complete an Outreach Grant Form (on the back of this sheet or available from the school office) and return it to the school office. Once it is evident that the new student will complete the school year, the sponsoring family will receive a coupon that waives their registration fee for the coming year.

We hope that this will provide yet another means for parents to receive financial assistance and at the same time help expand our ministry.



**LUTHERAN
HIGH SCHOOL**

Outreach Grant Form

Part One (to be completed by the recruiting family):

Date _____

Parent Name (First) _____ (Last) _____

Home Address _____

List students currently attending LHS.

Name _____ Current Grade _____

Name _____ Current Grade _____

Name _____ Current Grade _____

Relationship to family being recruited _____

Part Two (to be completed by the enrolling family):

Date _____

Parent Name (First) _____ (Last) _____

Home Address _____

List students enrolling at LHS.

Name _____ Current Grade _____

Name _____ Current Grade _____

Name _____ Current Grade _____

I verify that the family named above actively recruited our youth for LHS and are in part responsible for their enrollment at LHS.

Signature of parent/guardian _____



**LUTHERAN
HIGH SCHOOL**

Covenant Relationship Statement

Lutheran High School of Greater Minneapolis is a sacred community which is administered according to the Christian understanding of the Bible. Our purpose, and therefore mission, is stated as follows:

Lutheran High School assists students, and supports families, in their faith development and education by providing a Christ-centered learning environment, rooted in Scripture, with emphasis on academic excellence, personal Christian growth, and service to God and community.

This mission statement is foundational to our ministry at Lutheran High School. It is also the basis for an intentional covenant relationship with each student, their family, and the staff as professed in our covenant statement:

We, the Lutheran High School community, are created, redeemed, called, and given power to love, enrich and serve one another in God's world.

Celebrating the Gospel, and based on the mission statement, we believe and teach that:

- We are created by God.
- We are redeemed from sin, death, and Satan's power through the dying and rising of Christ.
- God reaches out to each of us in love every day.
- Because God loves us, we must share love with others.

Because of what we believe and teach, we expect the following to be a part of our learning environment:

- Daily encounters with others must be enriching, positive, and encouraging.
- We have a responsibility to serve any person in need.
- Personal faith must be apparent in how we behave toward others.
- Personal faith empowers us to joyfully use the spiritual/intellectual gifts with which God has blessed us.
- We will demonstrate respect for ourselves, peers, teachers and staff, the learning environment, and our facilities.
- We hold that learning must be a part of the faith experience.

For this reason we make the following covenant:

- To accept the Mission Statement of Lutheran High School and believe and teach statements as written above.
- To assist the community in fulfilling its fundamental goals, with the help of God.

Then, please sign and date.

Student _____ **Date** _____

Parent/Guardian _____ **Date** _____

Each family will be asked to respond to the covenant yearly during registration.



**LUTHERAN
HIGH SCHOOL**

Computer Acceptable Use Agreement

Student Name _____ Grade _____

The use of computers is becoming an integral part of our administration and curriculum at Lutheran High School of Greater Minneapolis, especially with the presence of the Library Computer Lab and the equipping of each classroom with a computer for student/teacher use. Since so many teachers and students depend on computers each day to complete their class activities, the security and integrity of the system are of major concern to us.

Attached you will find a summary of LHS's policy regarding the use of computer facilities, equipment, and software at the school. The purpose of this policy is to establish the rights and responsibilities of all users of our system as well as the consequences for violating any of its provisions.

This policy has already been explained to your student. We would also like you to read the policy so that you will be aware of your student's rights and responsibilities.

After you have read this policy, we request that both you and your student sign the acknowledgment below. Then return this form to the main office. This form must be on file before your student will be allowed to use any online or internet services in the school.

Acknowledgment of the Lutheran High School Acceptable Use Policy

My signature on this form indicates that I have read and understand the rules, consequences, and user responsibilities established in the LHS Acceptable Use Policy. I also understand that the consequences will be applied to any violation of the rules on the first offense.

I also understand that I will be held responsible for the costs of repair and/or replacement of hardware or software damaged intentionally.

Student signature

Parent signature

Date



Computer Acceptable Use Policy

January 1, 1999

I. Copyright

Copyright is the exclusive right that protects an author from having his/her work published, recorded, distributed or reproduced without the expressed permission of the copyright holder. Owning a specific piece of software is not the same as owning the copyright on that software.

Copyright Rules and Regulations

1. Everyone using LHS computer facilities and equipment is expected to adhere to the provisions of Public Law 96-517, Section 7 (b) with regard to copyrighted software. (Summary available)
2. No one may use any non-school software on the computers. In addition, no games may be brought in and used on any of the computers. Computers are to be used for educational purposes only and under the direction of a teacher.
3. No one may enter, use, copy, alter, or tamper with computer files, settings, or software belonging to another person or the school. Any permission to do so must be given by the technology coordinator.
4. Theft or intentional, irresponsible damaging of any computer facilities, equipment, or software belonging to LHS is not permitted or tolerated.
5. No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access data files, a network, or local or remote data systems.
6. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the person in charge at the time of the violation or to the appropriate administrator.

II. Internet Conditions, Responsibilities, and Regulations

The use of internet and related technologies must be in support of the educational process and in concurrence with the objectives of Lutheran High School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks. Any student using internet in a manner obviously inappropriate for school will face the same consequences assessed for other violations. **Students desiring internet privileges must have an Acceptable Use Agreement signed by both a parent and the student on file in the Media Center.**

Unacceptable Use

Transmission of any material in violation of any U.S. or state board is prohibited. This includes, but is not limited to, copyrighted materials; threatening, violent, or obscene material; or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat", or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language, pictures and communications, flame letters, etc.

Security

Security on any campus system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the internet, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet. **Never give out your name, address, phone number, social security number, etc. over the internet.**

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to Lutheran High School. This includes tampering or altering files or software of any kind and damage to computer components. This includes, but is not limited to, the uploading or creation of computer viruses.

User Responsibilities

All LHS faculty, staff and students take the responsibility to:

1. adhere to the school's computer/internet policy as indicated without exception or deviation.
2. refrain from bringing unauthorized software or disks, including games, into the school building.
3. respect the privacy of all information on the network and on individual computers, and do not attempt to read, delete, or modify files belonging to other users, nor attempt to gain unauthorized or illegal access to resources here or elsewhere.

4. refrain from copying or transferring any copyrighted software on workstations or on the network without appropriate permission.
5. refrain from intentionally introducing a virus on a workstation or on the network.
6. refrain from using the computer to annoy, hinder, or harass other users here or in electronic communications outside LHS.
7. use appropriate language in all communications, refraining from obscene, abusive, or threatening language, or printing/downloading such text or images.
8. courteously quit applications and log off the network appropriately.
9. courteously remember not to use finite resources wastefully, including access on the network.
10. use e-mail access responsibly and conservatively, saving personal communication for after school time as resources are available, and remember that "chat" is not allowed.
11. refrain from bringing food, drinks, or gum around the school's computer equipment.
12. report any equipment damage or problems using software to the teacher in charge, and make no attempt to "fix" it.

Warranties

Lutheran High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lutheran High School will not be responsible for any damage individuals suffer, including loss of data due to equipment failure or user error or omission. Because access to the internet provides connections to other computers systems located all over the world, Lutheran High School can not control the content of the information available in them. Use of any information obtained via the internet is at the user's own risk. Lutheran High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

III. Consequences

- I. If a student violates any provisions of the school policy, the student:
 - a. will be denied access to all LHS computer facilities, equipment, and software for the remainder of the school year. Therefore, when class assignments require use of LHS computer equipment and/or software, the student must make alternate arrangements for completing the assignments.
 - b. may be assigned to detention or suspended from school for a period of time at the discretion of the appropriate administrator.
 - c. may be removed from the class in which the violation occurs with a possible loss of credit, if the majority of the class assignments are centered around the computer.
 - d. will be held responsible for the cost of repair and/or replacement of hardware or software damaged intentionally.

In addition, the school reserves the right to impose more serious discipline action if, at the discretion of the administrator, it is warranted. This Acceptable Use Agreement comes under the umbrella of the *Student/Parent Handbook*.



Tuition & Fees Information

The actual cost of educating one student per year at Lutheran High School is almost \$10,000. As you can see below, the tuition rate is significantly less than the actual cost.

Tuition (2004-2005)

The tuition rate for 2004-2005 has not increased from the 2003-2004 rate.

Tuition (as of April 1)	\$6735
Tuition (prior to February 14) extended through Feb. 23*	\$6535
Tuition (February 14 - March 31)	\$6635

The date the registration fee is received guarantees the tuition rate.

*extension only valid for re-enrollees

Non-U.S.A. resident tuition	\$8000
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Tuition is collected through the SMART Tuition Management Plan. (The first tuition payment will be assessed in June 2004. See the SMART application for more details.)

Fees

Registration Fee (non-refundable, due with application)	\$150
Curriculum and Supplies Fee (due by March 31)	\$250

The final amounts of several other fees that are assessed will not be set until the budget is finalized for the 2004-2005 school year (in late spring). As a point of information, a number of those fees are listed here, with the amount for the 2003-2004 school year listed in parenthesis: athletic fees (\$150 per sport), Parent-Friend Association fee (\$10), parking fee (\$15 for students who drive to school), and Parent Involvement Program Fee (\$200, which is credited back to the tuition account once a set number of parent volunteer hours are completed). Questions about these fees can be directed to Diane Ott-Hager, LHS Ministry Team Manager, at 952-854-0224, ext. 115, or diane.ott-hager@lutheranhighschool.com.

Tuition Policies

- The \$150 non-refundable registration fee is due when the application is submitted. The date this fee is received locks in the tuition rate for the year.
- The \$250 curriculum and supplies fee covers the cost of items such as standardized testing, lab materials, general class supplies, school publications, etc. This fee is due by March 31. This fee can be paid at the same time as the registration fee. It is refundable prior to July 1.
- All families will be enrolled in the SMART tuition payment program unless full-tuition payment for the year accompanies the student's application.
- All tuition payments (except for a full-tuition payment) must be made directly to SMART. The school office does not accept tuition payments (except for full-tuition payments).
- Payments for the school year begin in June. Families wishing to pay monthly will be able to make 12 installments from June to May the following year.
- Late fees assessed by SMART will not be waived unless arrangements are made through the school office prior to the due date.



**LUTHERAN
HIGH SCHOOL**

Financial Aid Information

Tuition assistance is available to families demonstrating financial need. Approximately 35% of LHS families receive some kind of need-based tuition assistance. The funds for financial aid come from tuition, congregational and donor designated gifts, grants, and scholarships. Financial aid is provided based on the funds available, donor designation, and the number of requests made.

All financial aid applications must be submitted by March 19, 2004.

Before an applicant can qualify for financial aid at LHS, his or her family must do the following:

- **Submit Tuition Aid Data Service (TADS) forms by March 19, 2004.**
TADS forms are available in the LHS office.
- **Pay the 2004-2005 registration fee for the academic year.**
- **Submit the scholarship application and responses to the essay questions.**
The scholarship application and essay can be downloaded at www.lutheranhighschool.com/admissions. It is also available from the office.
- **Attend a Financial Aid Answer Session on January 18 (at the open house), February 18, or March 9.**
Families who inquire about LHS after March 9 and wish to apply for financial aid must call Diane Ott-Hager at 952-854-0224, ext. 115, or email her at diane.ott-hager@lutheranhighschool.com.

Congregational Aid and Special Grants

Congregational aid and special grants help defer tuition costs. Each family must make their own application/arrangements to secure any congregational funding. Volunteers and staff at LHS are always seeking ways to bring gifts and grants to families at LHS. In the past, General Motors Acceptance Company Program - Residential Funding Corporation (GMAC RFC), The Lutheran Church-Missouri Synod (LCMS), Lutheran Women's Missionary League (LWML), Minnesota Independent School Forum (MISF), and other local and national agencies, have provided grants which were exclusively designated for tuition benefit. Funds are being sought for the 2004-2005 academic year.

Work-Study Program

The Work-Study Program grants tuition assistance for hours worked in service to the school. Tasks around the building and grounds include cleaning, clerical assistance, food service work, maintenance, and repair. Work is completed during study hall, before or after school, on Saturday work days, and during special events. Some of the work is time/situation/event specific. Students will be contacted by the coordinator of the Work Study Program.

Endowments and Scholarships

The endowments and scholarships all identify Christian character, solid academic standing, and progress toward graduation as foundational requirements for qualification. Scholarships must be applied for on an annual basis, unless otherwise stated. Scholarships available for the 2004-2005 academic year include:

Allen Fund

"Superior academic ability and merit" are the primary criteria for this award.

Founders Endowment

This was initially established as a memorial fund for the founders of the LHS association.

Faye Erickson Memorial

These funds are distributed to any incoming freshman who is a graduate from Mt. Calvary Lutheran School.

Lyle M. Hansemann Memorial

Funds for this scholarship come from the annual spring Lyle M. Hansemann Memorial Golf Tournament.

Pamela Dobberpuhl Kingman Memorial

This is awarded to an incoming freshman with demonstrated interest in English and/or drama. This scholarship is intended to be a four-year scholarship.

Kopp Family Foundation

From their Random Acts of Kindness (RAK) fund, these funds are designated to a student who has significant financial need.

Lutheran Community Endowment

Funds for this scholarship are managed through the Lutheran Community Foundation, based in Minneapolis.

Ilene Marose Memorial

Recipients of these funds must be incoming freshmen who are graduates from a Lutheran grade school and have been involved in a variety of school activities.

Marvin T. Nystrom Endowment

Gifts are given to students making good academic progress.

Phillip Kuhlman Fund

Two scholarships are awarded in recognition of academic excellence in the areas of mathematics and science. Juniors receive the scholarship for tuition benefit during their senior year.

Paul Scheffert Service Award

In recognition of excellence and Christian leadership in school, church, and community, the recipient (a current LHS student) determines to which LHS program this \$500.00 gift is designated.

Karl and Lorna Tittl Family Endowment

The recipient must be considering professional church work.

Important Financial Aid Dates

February 18 **Financial Aid Answer Session / School Tour**

March 9 **Financial Aid Answer Session / School Tour**

March 19 **Deadline for submitting Financial Aid Application and Essay, TADS applications, and TADS documentation, such as income tax forms.**

We request that families make every effort to complete their 2003 tax return for submission to TADS, because it will speed up the interview process (see below). However, the tax return from 2002 may be submitted to TADS and will qualify as meeting the submission deadline. Any award based on a tax return from any year other than 2003 may be contingent on receipt by TADS of the 2003 form and may be changed once TADS updates the information from the more current tax year.

April 13 – 24 **Financial Aid Interviews so the Finance Committee can be as fair as possible.**

A member of the finance team will call to set up an appointment based on the order your request has been submitted to TADS. The tentative dates (depending on interest and the number of people applying for aid) are:

Tuesday, April 13	6:30 - 9:30 PM
Thursday, April 15	6:30 - 9:30 PM
Wednesday, April 21	6:30 - 9:30 PM
Saturday, April 24	9:00 - 12:00 NOON

April 30 **Final target date to send financial aid awards to applicants.**

May 15 **Deadline for families to accept or reject the offer of financial aid.**

All tuition accounts are set up on the SMART tuition payment system.

June **Payments for the school year begin.**

Families wishing to pay monthly will be able to make 12 installments from June to May the following year.

Questions About Financial Aid?

Please call Diane Ott-Hager, LHS Ministry Team Manager, at 952-854-0224, ext. 115, or email her at diane.ott-hager@lutheranhighschool.com.

