

Admissions Procedure & Policy

It is our desire that the application process to Lutheran High School is a positive experience for all involved. The following items help allow for an appropriate processing of the application.

Lutheran High School admits students of any race, color, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

1. When applying to Lutheran High School of Greater Minneapolis, please keep in mind the following:
 - School starts during the third week of August. Our first semester ends prior to Christmas break. Second semester starts immediately after Christmas break (during the first week of January). The school year ends right before Memorial Day.
 - Registration for first semester closes on the Friday after Labor Day. All registration materials must be received in the school office by that date and all admissions procedures must be complete. This does not apply to students enrolling later in the year due to a move to the area.
 - Students starting after the first day of school must complete **all** make-up work from the beginning of the school year.
 - All paperwork and registration procedures for second semester must be completed by the end of the fifth day of classes for that semester. If a new student needs to complete work or testing at their previous school, they will be allowed to do so. However, they are still responsible to complete any work assigned at Lutheran High School.
2. The following items must be completed and returned to the school office before an interview is conducted and enrollment is granted.
 - Complete the **APPLICATION FOR ADMISSION** and turn it in, along with the \$150 non-refundable registration fee, to Lutheran High School. **The date the registration fee is received will determine the tuition rate.**
 - Complete the top portions of the **PASTOR/DCE/YOUTH DIRECTOR RECOMMENDATION** and the **PRINCIPAL/TEACHER/COUNSELOR/SOCIAL WORKER RECOMMENDATION** form and give them to the appropriate people. The completed forms must be returned to LHS.
 - Review, sign, and return the **COVENANT RELATIONSHIP STATEMENT**. Both the student and parent/guardian must sign this statement.
 - Fill out the enclosed **REQUEST FOR TRANSCRIPT** form and give it to the school the student **currently attends**. The student's current school will then send the transcript to LHS. Please do not give this form to LHS. Send it directly to the current school.
3. Once all the forms have been received by Lutheran High School, the registrar will contact you to set up an interview. The interview process will review and reaffirm the expectations and procedures of Lutheran High School, of the student, and of his or her family. Prior to the interview, the student will be asked to write a brief essay discussing their faith life. That essay should be brought to the interview.
4. Be sure you've received a copy of the **SMART TUITION PAYMENT PLAN** form. **TADS** (Tuition Aid Data Services) forms are available for those applying for financial aid. (See #7 below for additional financial aid information.) Both these forms are available from the Lutheran High School office.
5. The Admissions Committee will review each application and you will be notified of acceptance to Lutheran High School. Upon admission, several additional forms will be sent to you and must be returned prior to the start of school.

6. Students desiring admission into the freshman class should plan to take the *Scholastic Testing Service High School Placement Test* in the spring. This test is not an entrance exam. However, it is used for placement purposes and to determine the recipients of some scholarships.
7. Families wishing to apply for financial aid can request a financial aid application from the office or download it from www.lutheranhighschool.com. Families applying for financial aid must attend a Financial Aid Answer Session on January 18, February 18, or March 9, 2004. (Families who inquire about LHS after March 9 and wish to apply for financial aid must contact Diane Ott-Hager at LHS.) **All financial aid applications must be submitted by March 19, 2004.**

Lutheran High School (LHS) desires that every student have a successful high school experience. The following criterion frames minimum expectations of prospective students. No one criterion is more important/imperative than another. However, admission with a contract that identifies specific expectations may be the only way a student with a questionable school history (academics, attendance, behavior, etc.) will be admitted. Parental support/commitment (attendance at teacher-parent conferences or other meetings, etc.) is an important component and expectation for a student on contract.

A. Academic Standing

- Evaluation will be made solely on the student's previous academic year
- Incoming freshmen may have no more than three (3) Fs.
- Any other incoming student may have no more than two (2) Fs.
- Results of the Iowa Test of Basic Skills (or its equivalent) will be considered as part of a student's profile.
- Written and spoken proficiency in English must be evidenced through the Iowa Proficiency Tests (IPT) Reading and Writing Assessments (Form 3-A English).

B. Attendance

- An incoming student will have no more than eleven (11) excused or unexcused absences for an academic year.
- An exception may be made for a student with a documented medical condition.

C. Attitude

- Several behavioral detentions or one, or more, behavioral suspensions will cause the admissions committee to only consider admission with a contract.
- The admissions committee, based on recommendations/other data from the previous school, may consider a student with an expulsion.

D. Standardized Testing

Standardized test scores are considered in that they provide a profile of a student's aptitude.

- Incoming freshmen must take the High School Placement Test (or its equivalent,) by June 1. Lutheran High School will administer this test on dates to be announced in late January 2004.
- A standardized testing program is in place for LHS students in grades 9-11. Any prospective sophomore, junior, or senior will have their performance on the standardized test issued by the previous school/institution taken into consideration.

E. Covenant Statement

The LHS Covenant Statement identifies our expression of intentional Christian community. In addition to the student and each custodial parent/guardian signing the covenant, the student must submit a hand-written statement describing their own personal faith in God.

A committee, which includes the administrator, the dean of students, the registrar, a member of the theology department, and the option of at least one additional faculty member, reserves the right to refuse or admit any prospective student. Admission with a contract that identifies specific expectations may be the only way a student with a questionable school history (academics, attendance, behavior, etc.) will be admitted. Parental support/commitment (attendance at teacher-parent conferences or other meetings, etc.) is an important component and expectation for a student on contract.



Application for Admission

Entering Grade _____ 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 # _____

Current School _____ Current Grade _____
School Address _____

Principal _____ School Phone # (____) _____
Teacher _____ Counselor _____

Church Home _____ Synod/Denomination _____
Church Address _____

Pastor(s) _____
Youth Director/D.C.E. _____ Church Phone # (____) _____

Parent #1 Name _____ Father Mother Other
Address (if different from student) _____

Church Home _____ Email Address _____
Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____
Occupation _____ Employer _____

Parent #2 Name _____ Father Mother Other
Address (if different from student) _____

Church Home _____ Email Address _____
Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____
Occupation _____ Employer _____

Parent #3 Name _____ Father Mother Other
Address (if different from student) _____

Church Home _____ Email Address _____
Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____
Occupation _____ Employer _____

Transportation

Car Carpool Bloomington School Bus MTC Bus Undecided Other _____

Financial Information & Payment Details

Person responsible for paying tuition _____

Relation to student _____

Address (if not previously given on this form) _____

Phone # (____) _____ Email Address _____

Check all that apply:

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 pursuing full-time church work)

Statement of Intent

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

I 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 _____

Application Procedure

On another sheet of paper, include any special concerns, counseling history, or other information that might be of help in understanding the applicant's needs. Letters of recommendation from the applicant's pastor or youth director, principal, guidance counselor, or teacher should also be sent directly to the registrar.

Send the completed application, Request for Transcript Form, and \$150 non-refundable registration fee to:

Registrar
Lutheran High School
8201 Park Avenue South
Bloomington, MN 55420

You may also include the \$250 curriculum and supplies fee. It is due by March 31.

Once the application and other forms have been received, an interview with the registrar will be scheduled. The applicant and at least one parent must be present. The covenant statement will be discussed at the interview.

Please send school publications to the applicant's grandparents or other interested persons, listed below.

Name _____ Relationship _____ Phone (____) _____

Address _____

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**

Principal/Teacher/Counselor Recommendation

_____ is a candidate for admission to Lutheran High School's _____ grade. Our ability to effectively evaluate this student would be helped considerably by your honest answers to the following questions.

Your Name _____

Principal Teacher Counselor Social Worker Other

School _____ Address _____

City _____ State _____ Zip _____

May we call or email you if we have further questions? _____ Phone number (_____) _____

Email _____

How long have you known the student?

In what capacities have you worked with the student?

In what course(s) have you taught the student?

What are the first words that come to mind to describe this student?

Please give your evaluation of this student, based on observed situations, by placing a mark at the appropriate point on each line.
5 = Consistently 1 = Seldom UTJ = Unable to Judge

1. Exhibits real effort	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
2. Exhibits good study habits	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
3. Is cooperative with instructor	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
4. Exhibits positive leadership qualities	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
5. Appears to be socially accepted by peers	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
6. Behavior patterns are constructive and positive	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
7. Parents give evidence of school support	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ

Please give your evaluation of this student, based on actually observed situations, by placing a mark at the appropriate point on each line.

5 = Excellent 3=Good 1 = Poor UTJ = Unable to Judge

8. Constructive use of time	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
9. General classroom behavior	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
10. Self-confidence	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
11. Integrity and honesty	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
12. Academic potential	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
13. Shows real desire to learn	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ

14. Has student encountered any attendance or discipline problems in the past? Yes No

If yes, what were they?

Is there anything about this student that you wish you would have known prior to entering your class? Please explain.

Please give any additional comments which would help in understanding this student. This evaluation may be shared with the student and/or family, unless you specifically request it to be kept confidential.

Signature _____ Date _____

Please return completed form to: Office of Admissions
Lutheran High School
8201 Park Avenue South
Bloomington, MN 55420

Thank you for your time, effort, and assistance.



Pastor/DCE/Youth Leader Recommendation

_____ has applied for admission to Lutheran High School of Greater Minneapolis and has given permission to request the following information from you.

Please offer your evaluation in the following areas by placing a mark at the appropriate point on each line.

5 = Consistently 1 = Seldom UTJ = Unable to Judge

1. Family attends church	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
2. Student attends youth functions	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
3. Student was positive influence during confirmation instruction	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
4. Student actively lives his/her Christian faith	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ
5. Family is supportive of church programs	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	UTJ

Do you recommend we admit this student? Yes No

Please give any additional comments which would help in understanding this student. This evaluation may be shared with the student and/or family, unless you specifically request it is confidential.

Signature _____ Date _____

Pastor DCE Youth Director Other

Church _____

Address _____

Phone () _____ Email _____

Please return completed form to: Office of Admissions
Lutheran High School
8201 Park Avenue South
Bloomington, MN 55420

Thank you for your time, effort, and assistance.



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**

Request for Transcript

Once completed, this form is to be given to the student's current school. The current school will then forward the transcript to LHS.

I hereby give permission to _____
(NAME OF PREVIOUS SCHOOL)

at _____
(ADDRESS OF PREVIOUS SCHOOL)

to release the official records for _____
(NAME OF STUDENT)

who has applied for admission to Lutheran High School of Greater Minneapolis.

Last grade in previous school _____ Birth date _____

Please include:

- Transcript: (courses taken, grades earned, explanation of grading system, dates of attendance, attendance record, grade point average, class rank, grade level completed, schools attended, identifying information, co-curricular activities)
- Grades for most recent school year
- Standardized test results
- Health records (include complete immunization record)
- Psychological services report (if applicable)
- Special education information (if applicable)
- Social worker involvement (if applicable)
- Limited English proficiency (if applicable)
- Other information which may be helpful in admission or placement of this student

Signature of _____ Date _____
Parent/Guardian

Send above information to: Office of Admissions
Lutheran High School
8201 Park Avenue South
Bloomington, MN 55420

Thank you for your assistance.



**LUTHERAN
HIGH SCHOOL**

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)	\$6535
Tuition (February 14 - March 31)	\$6635

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

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.



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.

