



Great Thought Inspiring Great Thinkers  
Intellect, Character, and Ideals in the Classical Tradition

## NOVA CLASSICAL ACADEMY ENROLLMENT PROCEDURES

**The Enrollment Deadline for 2012–2013 is Friday, February 24, 2012 at 4:00 PM\***

*\*Applications are considered timely when marked as received by Nova Classical Academy by the enrollment deadline.*

### ENROLLMENT PROCEDURES FOR PROSPECTIVE STUDENTS

- **New Applicants:** Any current Minnesota residents interested in having their children attend Nova Classical Academy will need to apply to the school each year by submitting a *Nova Classical Academy Student Application* form by the school's approved deadline (February 24, 2012 at 4:00 p.m. for the 2012–13 school year). Timely applicants will be entered into a lottery process and assigned a corresponding number on the Non-Sibling Waiting List for the grade to which they are applying.
- **New Twin/Multiple Applicants:** Any current Minnesota residents interested in having their twins or multiples attend Nova Classical Academy will need to apply to the school each year by submitting a separate *Nova Classical Academy Student Application* for each child by the school's approved deadline. All timely application forms for twins and multiples will go through the lottery process as separate applicants and each child will receive a separate waiting list number for the grade to which they are applying. If the twin/multiple applicants are non-Nova siblings and one of the twins or multiples is offered and accepts an open spot in a class, on the day that student attends the school, the other twin or multiples move from the Non-Sibling Waiting List to the bottom of the Staff and Sibling Preference Waiting List. **Please note:** *Twins and multiples are considered separate applicants; twins and multiples may not switch lottery numbers and are not considered as interchangeable for taking open spots.*
- **Returning Applicants:** Anyone who previously applied to Nova Classical Academy who either went through the school's lottery process or were added to the waiting list after the lottery was conducted will need to submit a new *Nova Classical Academy Student Application* for the 2012–13 school year. If the form meets the deadline for timely applications, the applicant will go through a new lottery and will be assigned a new number on the Non-Sibling Waiting List for the grade to which they are applying.

### ENROLLMENT PROCEDURES FOR SIBLINGS OF CURRENT NOVA STUDENTS AND CHILDREN OF CURRENT NOVA STAFF MEMBERS

- **New Nova-sibling and Nova-staff-member Children Applicants:** Any current Nova parent or Minnesota-resident Nova staff member interested in having their child attend Nova Classical Academy will need to apply to the school each year by submitting a *Nova Classical Academy Sibling/Staff-Child Student Application* by the school's approved deadline. All timely application forms will go through a lottery with new and returning Nova-student sibling/Nova-staff member children applicants that determines their new number on the Staff and Sibling Preference Waiting List for the grade to which they are applying. **Please note:** *Twins and multiples are considered separate applicants. A separate application form must be submitted for each child.*
- **Returning Nova-sibling and Nova-staff-member Children Applicants:** Anyone who previously applied to Nova Classical Academy who either went through the school's lottery process or were added to the waiting list after the lottery was conducted will need to submit a new *Nova Classical Academy Sibling/Staff-Child Student Application* for the 2012–13 school year. If the form meets the deadline for timely applications, the applicant will go through a new lottery and will be assigned a new number on the Staff and Sibling Preference Waiting List for the grade to which they are applying.

## ENROLLMENT PROCEDURES FOR LATE APPLICANTS

- **All students who apply after the February 24, 2012, 4:00 p.m. application deadline**—general new-student applicants and Nova-sibling/staff member-children applicants—will not go through the school’s lottery process. Late applicants are placed at the back of their respective lotteried waiting list in the order in which applications are received.
- If a child on the general Non-Sibling Waiting List who applies after the application deadline moves through the waiting list and is offered and accepts an open spot, when the child attends Nova, his/her sibling(s) will change status to official Nova sibling(s) and move to the back of the Staff and Sibling Preference Waiting List.

## NOTICE FOR CURRENT NOVA STUDENTS

- We assume all current Nova Classical Academy students intend to return to Nova for the 2012–2013 school year. All Nova students remain enrolled at the school until the family submits a written request to disenroll the student and/or Nova receives a formal request for student records and transcripts from the student’s transferring school.

*Nova Classical Academy does not have a carry-over waiting list. Each spring a new lottery is held for all timely applicants. This lottery determines placement on each grade’s waiting list for the school year that will begin in the fall of that calendar year. Annual reapplication is required for all applicants on our waiting lists wishing to apply to Nova. This ensures our waiting lists are up to date.*

Completed *Nova Classical Academy Student Application* forms may be delivered to the school electronically, by mail, by fax, or by hand to one of the school offices. Please note that we will confirm receipt of the form by email (or by phone if an email address is not provided), so please follow up with the school if you do not receive confirmation within one week of submission. If you have enrollment questions, please contact Linda LaFrombois at [llafrombois@novaclassical.org](mailto:llafrombois@novaclassical.org) or at 651.209.6320, extension 103.

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