2022-2023 Application Instructions
Pre-Kindergarten – Grade 12

BEFORE APPLYING TO SCHOOL:
• Visit spps.org/apply to confirm your Area, Community School Zone (PreK-5), and transportation availability using School Finder.
• Visit school websites to explore specific school information.
• Contact the Student Placement Center at 651-632-3760 with questions.

APPLYING FOR SCHOOL:
• Apply online at spps.org/apply. Paper applications may also be mailed to the Student Placement Center.
• Complete a separate application for each student.
• You must list at least one school choice and may list up to two school choices.
• Please fill out the application completely.

PRE-KINDERGARTEN CRITERIA:
In addition to the Admission Priorities listed in the School Selection Guide, enrollment consideration for the Pre-K program is based on the following:
• Students who live in Saint Paul
• Students who turn four years old by September 1, 2022
• Students who are English Learners
• Students who are eligible for free or reduced-price meals (see chart below)
• Students who receive Early Childhood Special Education (ECSE) services

FREE/REDUCED LUNCH GUIDELINES:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Per Year</th>
<th>Per Month</th>
<th>Twice per Month</th>
<th>Every 2 Weeks</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,828</td>
<td>$1,986</td>
<td>$993</td>
<td>$917</td>
<td>$459</td>
</tr>
<tr>
<td>2</td>
<td>$32,227</td>
<td>$2,686</td>
<td>$1,343</td>
<td>$1,240</td>
<td>$620</td>
</tr>
<tr>
<td>3</td>
<td>$40,626</td>
<td>$3,386</td>
<td>$1,693</td>
<td>$1,563</td>
<td>$782</td>
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<tr>
<td>4</td>
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<td>$4,086</td>
<td>$2,043</td>
<td>$1,886</td>
<td>$943</td>
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<tr>
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<td>$4,786</td>
<td>$2,393</td>
<td>$2,209</td>
<td>$1,105</td>
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<tr>
<td>6</td>
<td>$65,823</td>
<td>$5,486</td>
<td>$2,743</td>
<td>$2,532</td>
<td>$1,266</td>
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<tr>
<td>7</td>
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<td>$6,186</td>
<td>$3,093</td>
<td>$2,855</td>
<td>$1,428</td>
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<tr>
<td>8</td>
<td>$82,621</td>
<td>$6,886</td>
<td>$3,443</td>
<td>$3,178</td>
<td>$1,589</td>
</tr>
</tbody>
</table>

For each additional household member add: $8,399 $700 $350 $324 $162

PREK-12 PRIORITY APPLICATION
DEADLINE: MARCH 4, 2022

Student Placement Center
Saint Paul Public Schools, 2102 University Avenue W. Saint Paul, MN 55114
# 2022-2023 Application for Enrollment in Saint Paul Public Schools: PreK-Grade 12

Mail completed application to:
Student Placement Center, 2102 University Avenue West, Saint Paul, MN 55114

PRIORITY APPLICATION DEADLINE: MARCH 4, 2022

### Student's Legal Name:
- First
- Middle
- Last

### Birth Date
- Female
- Male

### Hispanic
- Yes
- No

### Home Language
- American Indian
- Asian
- Black
- No
- Pacific Islander
- White

### Applying for Grade:

### Student's Current or Last School Attended:

Does your child receive special education services and/or have an IEP?  
- Yes
- No

Do you believe that your child qualifies for free/reduced price lunch (see other side for criteria)?  
- Yes
- No

Information you provide on this application form for Pre-Kindergarten students may be shared with Think Small, Head Start or the Minnesota Department of Education for program planning purposes. Check here if you do not want your information shared.

**Please visit spps.org/apply or School Selection Guide for Specific Employee Considerations**

### Alternate/Daycare Address (if different than home address)
This information is used for transportation purposes only. Admission priorities are based on home address only.

<table>
<thead>
<tr>
<th>Pick Up Address:</th>
<th>Pick Up Contact Person:</th>
<th>Pick Up Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>Apartment #</td>
<td>City State Zip Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drop Off Address:</th>
<th>Drop Off Contact Person:</th>
<th>Drop Off Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>Apartment #</td>
<td>City State Zip Code</td>
</tr>
</tbody>
</table>

### 1st:  
**First Choice School and Program**  
Name/birth date of sibling already attending this school

### 2nd:  
**Second Choice School and Program**  
Name/birth date of sibling already attending this school

### READ AND SIGN BEFORE SUBMITTING
- I understand that I may have to provide transportation for my child by choosing to enroll in a school outside our specified area.
- I understand that by choosing to enroll in the specified program, my child will be enrolled in the requisite courses. If this changes, I understand that I MUST provide transportation or transfer my child to our community school.
- I understand that excessive tardiness or unexcused absences during the school year may result in my child being required to accept enrollment in another school within my area.

#### Signature of Parent/Guardian  
Date

### FOR OFFICE USE ONLY
- Student ID:  
- Date received:  
- Area:  
- CSZ:  
- Admission Criteria:  
- Program Check:  
- Sibling:  
- Age/grade check:  
- Employee:  
- Twin ID:  
- EA to K:  
- GT:  
- SpEd:  

#### NOTES:
_________________________________________________  
_________________________________________________