



3037 BUNKER LAKE BLVD. NW
ANDOVER, MN 55304
763.457.4595
WWW.LCAMN.ORG

APPLICATION & ENROLLMENT PROCESS

Application Process

- » Schedule a tour and an informational meeting (763.316.6250 or admissions@lcamn.org).
- » Apply online at www.lcamn.org.
 - Click on orange "Apply/Re-enroll" tab.
 - Click on New Families - Apply Now (*this will take you to the Admissions Online page*).
 - Click on Create an Account (*Save your username and password for future reference*). You will receive an email to set it up (*this may take a few minutes*).
 - From the email, confirm your FACTS Family Portal account and log in.
 - Follow these steps to complete the application packet:
 1. Select "Apply/Enroll" and "Application".
 2. Click to open the application.
 3. Create a new student application.
 4. If you are applying for multiple students, please do not log out. Go back to step one and create a new student application instead of a new account.
- » Once applications are submitted, and there is a possible opening, one of our Administrative Assistants will request current school records and contact you to set up an interview with the principal. New kindergarten students will be scheduled for a kindergarten screening and PreK students will have the opportunity to attend a Meet and Greet session. Please know that all special needs or concerns must be noted at the time of application. Disclosing a special need does not mean your child will not be accepted, but will allow us to determine if we can meet your child's needs.

Interviews

- » Student interviews will be scheduled by an Administrative Assistant based on the following criteria:
 - Current family
 - Grade availability
 - Records received and reviewed
 - Academic/learning needs fit
 - Principal decision

Acceptance Timeline

- » For students who have completed the admissions process, decisions will be made within two weeks of the interview. Accepted students will receive a welcome email.
- » Upon acceptance, please follow the Enrollment Process. Please note, a delay in completing the enrollment process/payment plan may result in the loss of a spot for your child. If you are waiting on a tuition assistance award, please choose the payment plan desired and the amount due will be adjusted after the award is complete.

Enrollment Process

1. From your welcome email, please log in to your FACTS Family Portal account.
2. Complete the enrollment checklist. **Please note, your child's spot will be secured once your payment plan is set up through FACTS (a link is in your enrollment checklist).*
3. Review and submit.