Grace B. Luhrs University Elementary School Enrollment Procedures

Parents are encouraged to obtain information about Grace B. Luhrs University Elementary School (GBLUES) in order to determine whether to apply for choice enrollment.

Parents of students entering kindergarten must complete the district registration process.

Parents seeking to enroll children in GBLUES must reside in the Shippensburg Area School District, and their children must be eligible for enrollment pursuant to SASD Policy (200 and 202) by May 1st. Enrollment of students is based on an open/random lottery.

New kindergarten student applicants who are legally identified siblings of a student currently enrolled in the school and will be attending at the same time as the applicant, and who live at the same residence as the currently enrolled student, will be enrolled first in kindergarten, and subsequently before any student on a waiting list.

Students who do not have a sibling in the school are eligible for enrollment by participating in a lottery.

Parents interested in participating in the lottery to attend GBLUES must sign a Lottery Registration form and deliver or mail it to the Office of the Superintendent prior to May 1 of the school year preceding kindergarten. The form can be accessed on the SASD website (www.shipk12.org). Please complete the Lottery Registration - GBLUES or visit the Office of the Superintendent at 201 Eberly Drive, Shippensburg.

Once a student is selected through the lottery process or is enrolled, children legally identified as members of that family of that same residence are automatically enrolled at GBLUES when space becomes available each school year space permitting if there is a sibling or family member at the school who is in grades K-5. Students entering kindergarten must complete the district registration process before they can be enrolled at GBLUES and/or participate in the lottery.

Students who are not selected by lottery will be placed on a waiting list for the remainder of that school year.

After the first days of school, the waiting list will be retained with students in the order of priority determined by the lottery.

Whenever space becomes available in the grade level that has a waiting list, the next student on the waiting list will be enrolled.

Waiting lists shall be continually adjusted to ensure that the students thereon are in the order of priority. When making such adjustments, the order of students within each priority level shall be determined by their length of time on the waiting list. Whenever space becomes available in the grade level, applicants shall be considered for acceptance at that time in order of their placement on the waiting list.
In lieu of consideration for acceptance when space becomes available, applicants may choose to remain on the waiting list.

For each such applicant who chooses to remain on the waiting list, the next applicant on the waiting list shall be considered for acceptance. Until they are considered for acceptance, students shall remain on their respective waiting lists for each year they are eligible to attend GBLUES, but only if they provide written notice on or before April 30, the first consideration deadline each year, that they wish to remain on the waiting list to be considered for admission the following school year.

After the lottery waiting list is established in Kindergarten, students will be added on a first-come-first serve basis. Each class will have its own waiting list that will be maintained at the district office.

To Renew the GBLUES Lottery Registration Application for the Upcoming School Year:

- The GBLUES Lottery Registration process includes a renewal option, which allows a student who is currently on a school’s waitlist for the current school year to remain on the school’s waitlist for the upcoming school year.
- To renew your student’s current GBLUES Lottery Application for the upcoming school year, please complete the Renewal Application.
- GBLUES Renewal Applications must be submitted by April 30.
- Failure to renew your application will result in your student being removed from the waitlist for that grade level.