

ENROLLMENT AND LOTTERY POLICY

The application and enrollment processes occur in 4 stages:

- information distribution and open houses,
- written applications,
- lottery, and
- enrollment meeting.

Interested parents complete and submit an application form; forms are available at the school, our open houses, online on the school's website, and at locations throughout the community. The application requests basic information such as name, contact information, parent or guardians' name and contact information. School staff members are available to any parent who needed help completing the application.

If the number of eligible applications for admission exceeds the spaces available for students, a random lottery will be held. Such lottery will be open to the public and attended and/or audited by a representative of an unaffiliated outside organization. ***Siblings of an enrolled student and a foster child of a student's parent will have preference for available spaces, and will be the only students given preference in the lottery.*** The lottery will be held in the second week of June. Separate waiting lists will be maintained for each grade level in the event that vacancies occur. The random lottery process used for student admission also will serve to place students in preferential order on these waiting lists. Whenever a vacancy occurs, either prior to the start of a particular school year or during the course of that school year, the school will contact the parent or guardian of the student next on the appropriate waiting list. Reasonable and multiple attempts will be made to contact the family of the student on the top of the waiting list and receive confirmation of whether the student still wants to enroll at MMSA before proceeding to the next name on the list. If such attempts to contact the student's parents are unsuccessful, the school may remove that student from the waiting list. Documentation of the attempts made to contact the parents of any student removed from the waiting list shall be maintained by the school. Waiting lists will not be carried over from year to year; rather the waiting list for each year will be derived from the random lottery.

Once enrolled at MMSA, student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act students.

EARLY ADMISSION

Early admission to Kindergarten is considered when;

1. The child will be five (5) years of age between September 1 and October 1,
2. The application for early admission is made on or before August 1,
3. The child has received early childhood screening,
4. The child demonstrates advanced academic readiness, adaptive skills, and social-emotional development.

Procedure for early admission

1. Parent/Guardian applies for early admission and provides all information supporting the criteria for admission.
2. The principal assembles a team to screen the child's readiness skills.
3. Depending on the screening results, the team may either decide against early admission and notify the parent or recommend the child for psychological assessment to be performed by the school psychologist.
4. The psychologist provides a summary of the intellectual, academic and social-emotional findings with a recommendation to the principal.
5. The principal makes a decision for or against early admission and notify parents of the decision. The principal's decision is final.