

**Northland Pines Montessori Learning Center
&
SOAR Middle School**

**Application and Lottery
Process**

I. Admission Requirements

A. Northland Pines Montessori Learning Center (NPMLC) and SOAR Middle School (MS) are open to all students of the Northland Pines School District as well as students applying through the Wisconsin Inter-District Open Enrollment process. Application to and attendance at NPMLC or SOAR MS is voluntary and no tuition is charged. Students who do not wish to attend or are not admitted to NPMLC or SOAR MS can attend their neighborhood schools or seek enrollment in another NPSD school per NPSD Board policy.

B. Parents will enroll their children by written registration form. A parent/guardian is encouraged to attend one informational meeting and visit NPMLC or SOAR MS in order to assure understanding of the nature and work of the school.

C. If the number of applicants exceeds available positions, a lottery will be employed.

D. Students that were enrolled in NPMLC do not have automatic acceptance to SOAR MS.

E. Students may enroll and attend NPMLC or SOAR MS during the school year as space permits in accordance with these guidelines until November 1st. Prior to such enrollment the student's family must have a conference with the teachers, who will explain the teaching philosophy. It is not academically ideal to begin Montessori or Project Based Learning after the school year has begun as teaching and learning techniques build on previously taught concepts and methods. Starting November 1st, the waiting list no longer applies and no more students or applications will be accepted for that current year.

II. Lottery Process for NPMLC

A. Enrollment in NPMLC will be as listed below.

1. 4K = 12 students

2. Kindergarten = 12 students

3. 1st Grade = 12 students

4. 2nd Grade = 12 students

5. 3rd Grade = 12 students

6. 4th Grade = 12 students

B. Once a student is accepted into NPMLC he/she will automatically be enrolled from year to year, unless the student is unenrolled. He/she does not have to go through the lottery process each year.

C. A student who withdraws and later wishes to enroll again will need to reapply and will have no priority over students applying for the first time.

D. If more applicants apply than the number of seats available in a grade level, the additional applicants will be placed on a waiting list in the order in which their names were drawn. The waiting list does not roll over from year to year. Siblings of current NPMLC students will receive enrollment preference and will be exempt from the lottery if space in that grade level is available. If space is not available these students will be given priority on the waiting list. "Current" students refers to those presently attending NPMLC students and students that have been accepted for the coming year.

F. The administration has the authority to accept more students per grade than what is outlined in II. A. and/or open up enrollment at certain grade levels if necessary to reach the targeted enrollment of 72 students, or if there are extenuating circumstances.

G. Students must be enrolled or open-enrolled and registered in the NPSD to attend NPMLC.

H. Special needs of students will be met according to the goals of their IEP (Individualized Education Program). The NPSD will provide needed special education services as appropriate.

I. If a lottery is necessary, all families will be notified. The lottery will be announced and open to the public.

J. Procedures for a lottery are:

1. Students' names will be listed on a roster in alphabetical order and by grade. Students will be assigned a number in the order of the names. To keep students' names confidential only the numbers will be announced and made note of. If parents are present for the lottery they may received their child's number so they know what order their child is selected in.

2. As described in D above, siblings of current students will be accepted before the lottery if there is an opening in that grade. Siblings of current students must follow the application process.

3. The selection process will begin with the lowest grade first. The numbers for that grade will be placed in a bin.

4. Numbers will be drawn for the available seats. The order they were selected will be documented for view at the meeting. Once a grade level is filled the process will continue to fill the waiting list. Students will be placed on the waiting list based on the order they were drawn.

5. Older and same grade siblings will be admitted once a student's number is selected for enrollment. If the grade level is already full the sibling(s) will be placed first on the waiting list for that grade level.

6. Once the drawing for a grade level is complete that grade level waiting list is set and will not change.

K. If students apply after the deadline they are added to the class list on a first come first serve basis.

III. Lottery Process for SOAR MS

A. Enrollment in the SOAR MS will be accepted as listed below.

1. Each grade level will have a maximum of 15 students. The maximum total for the school is not to exceed 57.

2. The open seats will be determined by the current students electing to return and any seats vacated by choice or graduation.

B. Once a student is accepted into SOAR MS he/she will automatically be enrolled from year to year, unless the student is unenrolled. He/she does not have to go through the lottery process each year.

C. A student who withdraws and later wishes to enroll again will need to reapply and will have no priority over students applying for the first time.

D. Siblings of current SOAR MS students will receive enrollment preference and will be exempt from the lottery process if there are openings in the grade level they are requesting. If space is not available they will be given priority on the waiting list. "Current" students refers to those presently attending SOAR MS and students that have been accepted for the coming year. Siblings of current students must follow the application process.

E. If more applicants apply than the number of seats available in a grade level the additional applicants will be placed on a waiting list in the order in which their names were drawn. The waiting list does not roll over from year to year.

F. Older and same grade siblings will be admitted once a student's number is selected for enrollment. If the grade level is already full the sibling(s) will be placed first on the waiting list for that grade level.

G. The administration has the authority to accept more students per grade than what is outlined in above III. A. 1 and/or open up enrollment at certain grade levels if necessary to reach the targeted enrollment of 57 students, or if there are extenuating circumstances.

H. Students must be enrolled or open-enrolled and registered in the Northland Pines School District to attend SOAR MS.

I. Special needs of students will be met according to the goals of their IEP (Individualized Education Program). NPSD will provide needed special education services as appropriate.

J. If a lottery is necessary, all families will be notified. The lottery will be announced and open to the public.

K. Procedures for a lottery are:

1. Students' names will be listed on a roster in alphabetical order and by grade. Students will be assigned a number in the order of the names. To keep students' names confidential only the numbers will be announced and made note of. If parents are present for the lottery they may received their child's number so they know what order their child is selected in.

2. As described in D above, siblings of current students will be accepted before the lottery if there is an opening in that grade.

3. The selection process will begin with the lowest grade first. The numbers for that grade will be placed in a bin.

4. Numbers will be drawn for the available seats. The order they were selected will be documented for

view at the meeting. Once a grade level is filled the process will continue to fill the waiting list. Students will be placed on the waiting list based on the order they were drawn.

5. Older and same grade siblings will be admitted once a student's number is selected for enrollment. If the grade level is already full the sibling(s) will be placed first on the waiting list for that grade level.

6. Once the drawing for a grade level is complete that grade level waiting list is set and will not change.

L. If students apply after the deadline they are added to the waiting list on a first come first serve basis.

Approved: December 15, 2016

March 16, 2017

January 18, 2018

January 17, 2019