



Student Enrollment Plan

Admission Requirements

Penfield Montessori Academy (“Penfield Montessori”) is a public charter school that is open to all residents of the state of Wisconsin who are of legal age. Penfield Montessori does not discriminate against any student on the basis of ethnicity, national origin, gender, or ability.

Individuals interested in enrolling their child for admission into Penfield Montessori must submit the Intent to Enroll application, a copy of their child’s birth certificate, current immunization record and proof of residency (“Enrollment packet”). The open enrollment period for the upcoming school year at Penfield Montessori will conclude on March 1.

Enrollment preference will be given to students with siblings who have been accepted to Penfield Montessori. Preference may also be given to students of the School’s founders, governing board members and full-time employees, but this number will be limited to no more than 10% of Penfield Montessori’s total enrollment.

If there are more completed enrollment packets received prior to March 1st than there are seats available, a public lottery will be held. The lottery will be conducted utilizing a random, computerized process. Only enrollment packets received prior to the March 1st initial enrollment deadline are eligible to participate in the lottery.

Completed enrollment packets received after March 1st will still be accepted. The child’s enrollment status will be based on the availability of open spots for the upcoming school year. If there is available space, the child will be enrolled. If there are no vacancies, the child’s name will be added to a waitlist in the order in which his/her completed enrollment packet was received.

Should spots come available for the upcoming school year following the completion of the lottery, they will be filled initially by students on the sibling waiting list (if applicable) and second, by students on the general admissions waiting list.

Lottery Procedures

The lottery will be held on the second Tuesday of March. If there is a need to conduct a random public lottery, Penfield Montessori will do the following:

- A letter will be sent to the address provided on the student’s Intent to Enroll form advising the individual listed on this document of the date, time, and location for the lottery.
- The public lottery will be announced on the Penfield Montessori Academy website – www.PenfieldMontessori.org – and through other owned media outlets. Penfield Montessori will utilize earned and paid media opportunities as appropriate.
- The lottery will be open to the public and will take place at a time and location that has sufficient space and seating to accommodate those individuals interested in attending.

- The student and guardian participating in the lottery are not required to attend the lottery to secure a spot for the upcoming school year.
- The lottery will be witnessed by a neutral third party and a school representative.
- Using a computerized random number generating system, each application is assigned a placement number. No identifiable information is included in the drawing.
- The placement number will determine the order of admittance into Penfield Montessori Academy for the upcoming school year.
- Seats are assigned on the basis of availability. Once all seats have been filled, the remaining applicants will be placed on the general admissions waiting list.
- During the lottery drawing, two (2) individuals will transcribe the lottery results to record when each child's number is selected.
- An assigned individual will keep detailed minutes of the event and maintain an accurate record of the lottery process.
- After seats are filled, Penfield Montessori Academy will continue to randomly select names from the pool of students that submitted their completed intent to enroll document prior to the March 1st initial enrollment deadline, assigning a waitlist number to each student.
- All families will be notified by phone and mail of their placement on the general admissions waitlist.
- In the event that a selected student declines his/her seat at Penfield Montessori Academy, another student will be selected from the sibling waiting list (if applicable) and second, by students on the general admissions waiting list.

All applicants offered a seat shall be required to affirmatively respond to an acceptance offer within 10 business days of the public lottery.

Wait List

The wait list does not roll over from year to year. A student must reapply each year until accepted. Students who are already enrolled in Penfield Montessori Academy do not need to reapply each year.

Admissions Calendar

1. December – Identify possible openings for the upcoming school year.
2. January – Post public notices with admissions information. Send out notices for admissions informational meetings.
3. February & April – Hold enrollment orientation and informational meetings.
4. March 1 – Open enrollment period concludes.
5. Second Tuesday of March – If necessary, public lottery held.
6. Post-March 1 – If there are seats available for the upcoming academic year, students will be accepted on a first-come first-served basis. If there are no available seats, students will be added to a wait list in the order their application was received.