



MAY SANDS MONTESSORI SCHOOL

a public school of choice

1400 United Street, #110, Key West, FL 33040
Tel: 305-293-1400, EXT. 53418; Fax: 305-328-9005

SY2018 STUDENT LOTTERY APPLICATION PROCESS

The May Sands Montessori School (MSMS) is holding an Open Application Period from **February 27th – April 28th, 2017**, to accept student applications for the **2018** school year. In the event that the number of applicants exceeds the number of spaces available, MSMS will hold a lottery on **Friday, May 12th, 2017 at 4:15** to determine which new students will be admitted.

Student application forms may be obtained in the following manner:

1. from the MSMS Administrative Office
2. by e-mailing Pam.Niles@KeysSchools.com, or
3. downloaded from our school's website www.MaySandsMontessori.com

It is the sole responsibility of the parent/guardian to complete the student application packet and return it to the MSMS Administrative Office before 12:00 noon on April 28th. **Applications not received by 12:00 noon on April 28th will not be included in the lottery, but will be added to the waiting list after the lottery has been drawn, in the order that they are received.**

Applications without the following required attachments will not be eligible for entry into the lottery:

- ✓ Copy of the student's birth certificate
- ✓ Parent/Guardian proof of residency in Monroe County
 - ★ Examples of residency documents include: most recent utility bill, statement of house insurance, voter registration card, homestead exemption card, mortgage payment book, or fully executed lease agreement.

Completed applications must be mailed or hand-delivered to:

**MSMS
Attention: Pam Niles
1400 United Street, #110
Key West, FL 33040**

Families of all applicants are required to attend a mandatory charter school orientation meeting on **April 27th, 2017.**

Students on the current school year wait-list must also submit a new application for the 2018 school year.

Each applicant will be issued a lottery/confirmation number as they are received by the MSMS office. Siblings will receive one lottery/confirmation number.

All Student Application Forms must be received, and a confirmation number must be issued via email, before 12:00 noon on April 28th, 2017. Failure to receive a number will result in exclusion from the lottery.



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MSMS SY2018 Application Timeline

FEB 27-APR 28 Application Period

- ✓ Download application from www.MaySandsmontessori.com,
- ✓ Pick up Application from MSMS Administrative Office, or
- ✓ Email a request for an application to Pam.Niles@Keysschools.com

APR 19 @ 5:30 Open House

- ✓ Prospective families are invited to meet with the MSMS Staff and view the campus

APR 27 @ 5:30 Mandatory Orientation Meeting

- ✓ Informative meeting for the families of ALL applicants
Here you will be informed of our policies, the Montessori philosophy and the aim of the May Sands Montessori School. During this meeting, families will be made aware of our Contract of Commitment – an agreement between the school and the family stating the terms of the family's commitment to be fully involved in our school. Such involvement will include, but is not limited to, volunteer hours, attendance at meetings, and parent education sessions.

APR 28 @ 11:59 a.m. Application Deadline

- ✓ Return completed applications to MSMS Administrative Office
- ✓ Attach copies of student's birth certificate AND proof of residency
- ✓ Receive Lottery/Confirmation Number via email

MAY 12 @ 4:15 MSMS Lottery

- ✓ Open to the public.
- ✓ Presence at the drawing is NOT required as a part of the application process.

MAY 15-19 Lottery Results Notification

- ✓ Notification letters sent to all lottery participants by MSMS Administrative Office.
- ✓ Letters will indicate whether your child is eligible to complete the enrollment process, or whether our child is eligible for the wait list.

MAY 27, 2017 Registration Deadline

- ✓ Complete and return registration paperwork before May 27th, 2017

It is the parent's/guardian's sole responsibility to complete these requirements before enrollment is official. Failure to do so before **May 27th, 2017** will result in loss of your child's spot in our school and/or placement on our waiting list.



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SY2018 STUDENT LOTTERY APPLICATION

Kindergarten through 8th Grade

Applications will be accepted beginning February 27 through April 28, 2017. Should the number of applications exceed the available spaces for enrollment; a lottery will be activated to determine which students will be admitted. The 2018 public lottery drawing will be held on Friday, May 12, 2017 at 4:15 pm. Those students not drawn for an available space will be placed on a waiting list for future vacancies. All families will be notified of the results within seven (7) days of the lottery drawing. Applications received after NOON on April 28, 2017 will be placed on the existing 2018 waiting list in the order they were received.

★Please fill out a complete application for each student

★Student must be 5 years old as of Sept. 1, 2017 to enter Kindergarten

Date of Application: _____ **Grade student entering in August 2017:** _____

Student's Legal Name _____ Gender _____ Age _____

Address: _____ Date of Birth: ____-____-____

City/State/Zip _____ Primary Language _____

Current School: _____ Current Grade: _____

School Address: _____ Telephone: _____ Fax: _____

Student lives with: Both Parents Father Mother Guardian _____
Relationship to Student

Parent/Guardian 1: _____ Relationship to student: _____

Address: _____ City/State/Zip _____

Home Phone: _____ Cell Phone: _____ Email: _____

Alternate Contact: _____ Relationship to student: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Sibling(s) currently attending MSMS: _____

Other siblings seeking 2017-2018 admission: Name(s)/Grade(s): _____

Supporting Documentation:

1. A copy of the student's birth certificate **AND**
2. Parent/Guardian's proof of Monroe County residency such as: most recent utility bill, statement of house insurance, voter registration card, homestead exemption card, mortgage payment book, or fully executed lease agreement, **must** accompany this application.

Active Duty Military Parent/Guardian(s) must provide copies of orders to meet residency requirements.

Submitted By: _____ Relationship to student: _____

Received By: _____ Date Received: ____/____/____ Time Received: _____

<input type="checkbox"/> Confirmed	<input type="checkbox"/> Placed	<input type="checkbox"/> Wait Listed
<input type="checkbox"/> Offered _____	<input type="checkbox"/> Declined _____	

Confirmation # _____
Application is not valid without this number