



# 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

## **SY2020 STUDENT LOTTERY APPLICATION PROCESS**

The May Sands Montessori School (MSMS) is holding an Open Application Period from **February 25<sup>th</sup> – April 19<sup>th</sup>, 2019**, to accept student applications for the **2020** school year. In the event that the number of applicants exceeds the number of spaces available, MSMS will hold a public lottery on **Friday, May 3rd, 2019 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 [Tracey.Smith@KeysSchools.com](mailto:Tracey.Smith@KeysSchools.com), or
3. downloaded from our school's website [www.MaySandsMontessori.com](http://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 19<sup>th</sup>. **Applications received AFTER 12:00 noon on April 19<sup>th</sup> will not be included in the lottery, but will be added to the wait list established during the lottery.**

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 receipt, or fully executed lease agreement.

### **Completed applications must be mailed or hand-delivered to:**

**MSMS  
Attention: Tracey Smith  
1400 United Street, #110  
Key West, FL 33040**

### **Families of all applicants are required to:**

- 1. Schedule an observation of the learning environment before April 19<sup>th</sup>, 2019 and**
- 2. Attend the charter school orientation meeting on April 10<sup>th</sup>, 2019.**

Students on the current school year wait-list must also submit a new application for the **2019-2020** 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 19<sup>th</sup>, 2019**. Failure to receive a number will result in exclusion from the lottery.



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## **SY2020 Application Checklist**

**February 25 – April 19, 2019**

✓ **Obtain an application via one of the following methods:**

- Download application from [www.maysandsmontessori.com](http://www.maysandsmontessori.com),
- Pick up Application from MSMS Administrative Office, or
- Email a request for an application to [Tracey.Smith@keysschools.com](mailto:Tracey.Smith@keysschools.com)

✓ **Schedule an Observation of the Learning Environment**

- Call our school office: 305.293.1400, ext. 53418
- Observations take about 20 minutes and occur between 9:00-10:30 a.m.
- Observations are intended for prospective parents, only, at this time

✓ **Attend our Open House between 5:30-6:30 pm on February 27th, 2019**

- Prospective students and their families are invited to
  - Tour the campus
  - Visit our learning environments
  - Observe student demonstrations of work
  - Meet the school's Staff

✓ **Attend our Mandatory Orientation Meeting April 10th, 2019 @ 5:30 pm**

- Families of all applicants must attend this informative meeting to learn about
  - The Montessori philosophy
  - Our school policies
  - 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.

✓ **Submit your completed application by April 19th, 2019 @ 11:59 am**

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

### **Lottery to determine enrollment: May 3<sup>rd</sup>, 2019 @ 4:15 @ May Sands Montessori School**

✓ **Check your mail by May 10th, 2019 for lottery results**

- Letters will be sent to all lottery participants.
- If selected through the lottery process, families of students eligible for enrollment must **confirm their student's registration by May 24th, 2019.**
- It is the parent's/guardian's sole responsibility to complete these requirements before enrollment is official. Failure to do so before **May 24<sup>th</sup>, 2019** will result in loss of your child's spot in our school and/or placement on our waiting list.



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## SY2020 STUDENT LOTTERY APPLICATION

Kindergarten through 8th Grade

Applications will be accepted beginning **February 25 through April 19, 2019**. Should the number of applications exceed the available spaces for enrollment; a lottery will be activated to determine which students will be admitted. The 2019 public lottery drawing will be held on Friday, **May 3, 2019 at 4:15pm**. 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 19, 2019 will be placed on the existing 2020 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, 2019 to enter Kindergarten

Date of Application: \_\_\_\_\_ **Grade student entering in August 2019:** \_\_\_\_\_

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: \_\_\_\_\_

**Co-Parent/Guardian 2:** \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Sibling(s) currently attending MSMS:** \_\_\_\_\_

**Other siblings seeking 2019-2020 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.

Non-residential 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