



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

SY2021 STUDENT LOTTERY APPLICATION PROCESS

The May Sands Montessori School (MSMS) is holding an Open Application Period from **February 24th – April 17th, 2020**, to accept student applications for the **2021** 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 8th, 2020 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, or
3. downloaded from our school's website:
<http://maysandsmontessori.com/resources/admissions/>

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 17th. **Applications received AFTER 12:00 noon on April 17th 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 accepted 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 17th, 2020 and**
- 2. Attend the charter school orientation meeting on April 8th, 2020.**

Students on the current school year wait-list must also submit a new application for the **2020-2021** 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 17th, 2020**. Failure to receive a number will result in exclusion from the lottery.



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SY2021 Application Checklist

February 24 – April 17, 2020

- ✓ **Obtain an application via one of the following methods:**
 - Download application from www.maysandsmontessori.com,
 - Pick up Application from MSMS Administrative Office, or
 - Email a request for an application to 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 Open House February 24th-28th, 2020**
 - Ongoing throughout the school day until 5:30 p.m.
 - Tour the campus
 - Visit our learning environments in action
 - Meet the school's Staff

- ✓ **Attend our Mandatory Orientation Meeting April 8th, 2020 @ 5:30 p.m.**
 - 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 17th, 2020 @ 11:59 a.m.**
 - 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 8th, 2020 @ 4:15 @ May Sands Montessori School

- ✓ **Check your email by May 15th, 2020 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 22nd, 2020.**
 - It is the parent's/guardian's sole responsibility to complete these requirements before enrollment is official. Failure to do so before **May 22nd, 2020** will result in loss of your child's spot in our school and/or placement on our waiting list.



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SY2021 STUDENT LOTTERY APPLICATION VPK through 8th Grade

Applications will be accepted beginning **February 24 through April 17, 2020**. Should the number of applications exceed the available spaces for enrollment; a lottery will be activated to determine which students will be admitted. The **2021** public lottery drawing will be held on Friday, **May 8, 2020 at 4:15p.m.** 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 17, 2020** will be placed on the existing **2021** waiting list in the order they were received.

- ★Please fill out a complete application for each student
- ★Student must be 4 years old as of Sept. 1, 2020 to enter VPK and 5 years old to enter Kindergarten

Date of Application: _____ **Grade student entering in August 2020:** _____

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 2020-2021 admission: Name(s)/Grade(s): _____

At-home commitment (list examples of how you promote the Montessori Philosophy at home): _____

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