



## Enrollment & Lottery Process

Application to and attendance at the Sugar Maple Nature School (SMNS) is voluntary and no tuition is charged.

### Enrollment

Parents will enroll their children by completing an application form. Students who do not reside within the Northern Ozaukee School District will have to also complete the state open-enrollment process. A parent/guardian is encouraged to attend an informational session and visit the school at the Riveredge Nature Center in order to assure understanding of the nature and work of the school. Enrollment is NOT on a first-come, first-serve basis. If the number of applicants exceeds available seats, a lottery will be employed in accordance with the lottery protocols below.

### Lottery

The names of students on the waiting list will be recorded in the order in which they were drawn. The waiting list will roll over from year to year. Preferences are given to students **in this order** who:

1. Are currently enrolled in Sugar Maple Nature School (*Preference Group 1*)
2. Siblings of currently enrolled students (*Preference Group 2*)
3. Are children of Sugar Maple Nature School teachers and staff, Governance Board members, or school's founders (not to exceed 10% of the overall enrollment) (*Preference Group 3*)
4. Are on the waiting list from the previous year (*Preference Group 4*)

#### Lottery Protocols:

- All applicants of the same family will be assigned one "Family Number." Numbers will be placed in a drum or similar container. If there are siblings in the same grade, multiple numbers (1 per sibling) will be placed in the drum. Numbers will be assigned in alphabetical order of the family's last name.
- A Governance Board representative will draw numbers from the drum or similar container.
- Siblings in the same grade will be given concurrent priority.
- Once given a seat, accepted students must accept or decline by the date stated in the acceptance letter. Declined seats are given to students on the waiting list in the order determined by the lottery.
- Waiting lists roll over from year to year, but to keep a place on the waiting list, a new application must be submitted to the school by April 30<sup>th</sup> prior to the start of the school year.



# SUGAR MAPLE Nature School

sugarmaplenatureschool.org  
Saukville, Wisconsin

## Procedures for Lottery – Updated 10/2023

