



WSTEM Open Enrollment Application and Lottery Policy

WSTEM is open to all students in grades 4k-6. Application to and attendance at WSTEM is voluntary and no tuition is charged.

I. How to Apply

A. Application Process - Parents/guardians submit the online application form during the open enrollment window: January 26, 2026 to February 28, 2026 (dates updated each year). Parents/guardians will enroll their children through an online application form.

B. Information Collected - The application collects only basic student and family contact information and the grade level requested. No academic, behavioral, or medical information is requested or considered during the application or lottery process.

C. Enrollment Capacity - The Governance Board will set the enrollment limits by February 1 of the calendar year for the following school year. If the number of enrollment applications exceeds the enrollment limit, the school will select students on a random lottery basis. Students may be enrolled through September 30 as space permits.

D. Informational Meetings - Parents/guardians are encouraged, though not required, to attend informational meetings when possible to learn about the school's mission, philosophy, and instructional approach.

II. Enrollment Preferences

A. Siblings - Siblings of currently enrolled WSTEM students receive enrollment preference. If space is available in the requested grade, they are admitted directly. If not, they receive priority placement

on the waitlist. For purposes of enrollment preference, “siblings” are defined as biological siblings, step-siblings, adopted siblings, or foster siblings who reside in the same household.

B. Inaugural-Year Preference - During WSTEM’s inaugural enrollment cycle as an independent public charter school, preference is granted to students and siblings of students enrolled during the 2025–26 school year.

C. Children of Founders, Board Members, and Employees - Children of the school’s founders, governing board members (as defined in the bylaws), and full-time employees receive enrollment preference. If space is unavailable, they receive priority on the waitlist. The total number of such students will not exceed 10 percent of total enrollment.

D. Students with Disabilities - Students with disabilities are admitted through the same process as all applicants. Services will be met according to each student’s IEP (Individualized Education Program) and/or 504 plan after enrollment.

E. Automatic Re-Enrollment - Once a student is enrolled at WSTEM, they remain enrolled from year to year without needing to participate in future lotteries.

F. Re-Enrollment After Withdrawal - A student who withdraws and later wishes to return must reapply and will be treated as a new applicant with no priority.

III. Lottery Process

A. When a Lottery Is Required - If the number of applications received by the deadline exceeds available seats in any grade level, a random lottery will be conducted. If a lottery is necessary, all families will be notified.

B. Lottery Date - If needed, the lottery will be held on the following date: March 13th, 2026 at 10:00 am (date and time to be updated each year).

C. Public Access and Documentation - The lottery will be recorded and the recording will be kept on file for one calendar year.

D. Lottery Method - A number will be assigned to each application, with a duplicate of each number placed in the lottery drawing container. A designated Governance Board member will draw numbers at random. Each applicant receives a lottery entry for the grade level requested. Numbers will be drawn until all available seats in each grade are filled. If one child in a family is selected, siblings will be offered seats in their grade if space is available or placed on the waitlist with priority.

E. Creation of the Waitlist - After all available seats in each grade are filled, remaining applicants will be drawn to form a waitlist in the order selected. The waitlist will remain active through September 30.

F. Late Applicants:

Before September 1 - Applicants who apply after the application deadline but before September 1 will be admitted to open seats or added to the waitlist on a first-come, first-served basis.

September 1 - September 30 - considered for open seats on a first-come, first-served basis (not added to the waitlist).

After September 30 - After September 30, the waitlist dissolves. Any remaining or newly opened seats will be filled on a first-come, first-served basis.

G. Notification of Lottery Results - Families will be notified of lottery results within 7 days of the lottery via email.

H. Acceptance Deadline - Families have one week from notification to confirm enrollment via email. If written confirmation is not received within that time, WSTEM may offer the seat to the next student on the waitlist or the next eligible applicant.

WSTEM is committed to ensuring equal access to the application process for all families. Assistance with completing the application is available upon request, including support for families whose primary language is not English or who may need additional help for any reason. Families are encouraged to contact the school if they would like assistance.

Nondiscrimination Statement: WSTEM does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or any other legally protected status in its admissions or operations.

This Open Enrollment Application and Lottery Policy is adopted by the WSTEM Governing Board and is intended to comply with all applicable Wisconsin statutes, DPI guidance, and authorizer requirements. The Governing Board reserves the right to amend this policy, including timelines and procedures, as necessary to maintain compliance. Any material changes will be applied uniformly and communicated to families in a timely manner.