

# ENROLLMENT POLICY

St. Paul's Lutheran School  
7821 W. Lincoln Avenue  
West Allis, WI 53219  
(414) 541-6251

## I. INTRODUCTION

As stated in our CREDO, the chief purpose for the existence of St. Paul's Lutheran School is to teach the Christian faith. Anyone interested in enrolling their child is told this and their agreement and home support of this purpose is necessary in considering enrollment.

## II. ENROLLMENT PRIORITIES

- A. First consideration is given to those present students who enroll for the following school year prior to May 1.
- B. Next, children of present members of St. Paul's.
- C. Next, children of members of sister Missouri Synod Lutheran congregations.
- D. All other children of parents who inquire about enrollment.
- E. St. Paul's is involved in the MPCP and WPCP Choice Programs with special guidelines to follow from February 1-August 20.

In matters concerning children from divorced families, if a child comes from a divorced family, the membership status of the parent having sole legal custody shall control. If the parents of the child have joint legal custody, then either of the parents must be a member.

Applications for categories B-D made between April 1 and June 1 will be considered by the Board of Education in their regular June meeting.

As St. Paul's Lutheran School is not staffed or equipped for educating children with most major special educational needs, enrollment of these students may be denied.

St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and athletic and other school-administered programs.

### III. CLASS SIZE LIMITS

In order to insure a proper teacher-pupil ratio, the following classroom size limits are set:

Grade 3K	a maximum of 13 pupils
Grade 4K	a maximum of 16 pupils
Grades K-3	a maximum of 20 pupils
Grades 4-6	a maximum of 24 pupils
Grades 7-8	a maximum of 24 pupils

Up to two (2) additional children of new St. Paul's or other Missouri Synod members will be considered for enrollment in each class, in the case of those new members moving into the area after June 1. Any request over these limits will be reviewed by the Board and placed on a waiting list.

### IV. PROCEDURES FOR NEW ENROLLEES

A new family desiring to send children to our school will be asked to do the following:

- A. Make an appointment with the principal to receive information, ask questions, and tour building.
- B. Give principal permission to check child's previous school records.
- C. Allow child to be screened by our faculty to assess their educational need and proper grade placement.
- D. Agree to sign a statement showing willingness to comply with all policies in our Parent Handbook.
- E. Pay a registration fee, which is applied toward their school fees.

Upon completing the above and after receiving the recommendation of the principal, final approval of newly enrolled students will be considered by the School Board of St. Paul's Lutheran Church at its Board meeting.