

June 1, 2024



Dear K3 Families:

Congratulations on your admission into the K3 program at St. Marcus Lutheran School!

It may seem like a long way away, but we want to be clear about the campus selection process if your child moves from the K3 program into the K4 program at St. Marcus.

Because the K3 program is located at the Center Street Campus, many families wish to remain at the Center Street Campus for K4. Unfortunately, there are 71 seats in the K3 program and only 20 seats in K4 at the Center Street Campus so MOST K3 students are assigned to either the Burleigh or the North Avenue Campus.

Campus assignments are made after each enrollment period has ended. Families who apply in February have priority over families who apply in March, etc. Within each enrollment period, we place students at each campus based on the following criteria, in order of importance:

1. K3 student has special education needs that require placement at a specific campus
2. K3 student lives within walking distance (4 blocks) of the campus being requested
3. K3 student has an immediate family relative at the campus being requested (student or staff)
4. K3 student has a close relative (cousin, aunt, uncle, grandparent) at the campus being requested
5. K3 student shares transportation service with other students at the campus being requested

If you have a campus preference, please make sure you communicate your preference to the St. Marcus enrollment office at the time of enrollment by emailing [open.enrollment@stmarcus.org](mailto:open.enrollment@stmarcus.org), calling 414-267-8381, or notifying in person. The enrollment office will note the request on the student application. Please include the student's name, parent's name, campus(es) being requested, and the reason for the campus request in the notification.

Please understand that while we do our best to accommodate all campus requests, we are not always able to fulfill every request, particularly at the Center Street Campus. Almost all the students assigned to the Center Street Campus for K4 either have an older sibling at the campus or live within walking distance.

Sincerely,

Rachel Guenther  
K3 Program Director

Julie Hardin  
Choice Enrollment Coordinator