



Transfer Students: Application & Acceptance Process

MILWAUKEE LUTHERAN HIGH SCHOOL 2021-2022 School Year

Check List for Transfer Admissions

You need both **ACADEMIC ACCEPTANCE** and a **CHOICE SEAT or TUITION PLAN** to be accepted and enrolled at MLHS.

- ☐ **Complete an online application** at www.milwaukeeelutheran.org/get-started. Click on Admissions tab at the top and “Get Started.”
- ☐ Provide **unofficial academic transcripts, attendance records, AND discipline log** from previous high schools attended. If there are no documented disciplinary incidents, then a brief letter is needed from an administrator stating that to be the case. **No review will take place until all requested documents have been submitted.** It is possible that after the review, a placement test may be requested.
Email documents to: Erich.Janousky@milwaukeeelutheran.org or
Fax: 414-461-2733
- ☐ After the review, you'll receive a **Next Step Letter**. If academically accepted, you will be prompted to finish an enrollment form. To enroll, either log back into your online application or use the link found in your ‘New Student Welcome’ email.

Remember to set up a payment plan (see next step)!

- ☐ Starting February 1, 2021, apply for a **Choice Seat** OR set up a **Tuition Payment Plan**:
 - ☐ **Choice:** Apply online for a MPCP seat (February 1 – 22, April 1 – 20, July 1 – 20, 2021) or a WPCP seat (February 1, – April 15, 2021). When Choice Seats are filled, a wait list will be started.
APPLY EARLY! (see Milwaukee/Wisconsin Parental Choice Programs sheet)
 - ☐ **Tuition:** After being academically accepted, enroll & set up a billing agreement. To enroll, either log back into your online application or use the link found in your ‘New Student Welcome’ email.



Transfer Students: Admissions Policy

MILWAUKEE LUTHERAN HIGH SCHOOL 2021-2022 School Year

Any student wishing to transfer to Milwaukee Lutheran High School as a freshman, sophomore, or junior will be considered for admission upon completing the application process. Milwaukee Lutheran does not accept requests for transfer after a student's junior year, however, in special circumstances a student may appeal for admission.

- ☐ The prospective student must provide **unofficial academic transcripts, attendance records, AND discipline log** from previous high schools attended. If there are no documented disciplinary incidents, then a brief letter is needed from an administrator stating that to be the case. **No review will take place until all requested documents have been submitted.** It is possible that after the review, a placement test may be requested.
Email documents to: Erich.Janousky@milwaukeeelutheran.org or
Fax: 414-461-2733
- ☐ All prospective transfer students will be reviewed by Milwaukee Lutheran administration. Materials needed for review are unofficial academic transcripts, attendance records & discipline log from all previous high schools attended. **A student will not be considered for admission until all the requested documents have been submitted.** If records are falsified or information is withheld, a student's acceptance will be impacted, and the student will be asked to withdraw.
- ☐ A course credit review will be conducted. A student must satisfactorily complete a minimum number of credits per semester to be accepted and be on pace to graduate from Milwaukee Lutheran. Milwaukee Lutheran reserves the right to deny the transfer of certain credits if they do not correspond to the Milwaukee Lutheran curriculum.
- ☐ Upon review by the MLHS administrator, a decision will be made regarding admission to MLHS. That decision can be contingent upon but not limited to any relevant criterion and may include conditions.
- ☐ Starting February 1, 2021, apply for a **Choice Seat** OR set up a **Tuition Payment Plan**:
 - ☐ **Choice:** Apply online for a MPCP seat (February 1 – 22, April 1 – 20, July 1 – 20, 2021) or a WPCP seat (February 1, – April 15, 2021). When Choice Seats are filled, a wait list will be started.
APPLY EARLY! (see Milwaukee/Wisconsin Parental Choice Programs sheet)
 - ☐ **Tuition:** After being academically accepted, enroll & set up a billing agreement. To enroll, either log back into your online application or use the link found in your 'New Student Welcome' email.



Milwaukee & Wisconsin Parental Choice Programs

MILWAUKEE LUTHERAN HIGH SCHOOL 2021-2022 School Year

Choice Online Open Enrollment Periods

- ☐ Milwaukee Parental Choice Program (MPCP)--You MUST live within the City of Milwaukee.
February 1 – 22, 2021 (Preferred)
April 1 – 20, 2021
July 1 – 20, 2021
- ☐ Wisconsin Parental Choice Program (WPCP)--For families that live outside of the cities of Milwaukee or Racine.
February 1, 2021 – April 15, 2021

IMPORTANT things to remember:

- ☐ Beginning February 1, go on to the DPI website to submit your choice application at: <http://dpi.wi.gov/sms/choice-programs/student-applications>
- ☐ You MUST have an email address and will need to provide the following documentation to Milwaukee Lutheran before the close of that Open Enrollment Period via fax (414-461-2733), scan, email (choice@milwaukeeelutheran.org) OR submit in person to the CHOICE office.
 - ☐ RESIDENCY DOCUMENT – Current (dated within 3 months of application date) water, gas, electric, cable, satellite, landline phone bill, paystub, 2020 W-2, or government correspondence. Documentation of address and applicant name must match EXACTLY to that given on the online application.
 - ☐ INCOME DOCUMENTATION - Some families will need to submit income documents as well, which also must be submitted before the deadline. DPI will list those required documents in the confirmation email you receive from them.
- ☐ You will receive a letter from us after the close of each Open Enrollment Period stating whether you have received a seat, have a spot on the wait list, or have been denied a seat along with the reason for that denial. You will then need to return the appropriate forms (Seat Acceptance Form or Wait List Form).
- ☐ We will contact you to sign up with Academic Advising to **Select Classes** AFTER Academic Acceptance AND a Choice Seat or Tuition Plan are verified.