



WEST SALEM ELEMENTARY SCHOOL

475 N. MARK STREET • WEST SALEM, WI 54669

PHONE (608) 786-1662 • FAX (608) 786-3415

ALEX HUBING – PRINCIPAL, CHARLIE ALEXANDER – ASSOCIATE PRINCIPAL

GAYLE LASSEN - COUNSELOR, JESSICA ANDERSON - COUNSELOR

MANDY PIPER - ADMINISTRATIVE ASSISTANT, MALLORY RAMIREZ - ADMINISTRATIVE ASSISTANT

Together...every student, everyone, every day!

Welcome to all our new 4K and Kindergarten families! This guide will help you navigate the enrollment process for the upcoming school year.

Required Enrollment Documents

The following documents are required for **any student** new to West Salem Elementary:

- [Enrollment Form](#)
- [Home Language Survey](#)
- [Immunization Record](#)
- Birth Certificate (copy or photo is acceptable)

If your family is **entirely new** to the West Salem School District, please also provide:

- [New Family Enrollment Form](#)
- Proof of Residency (ex: current lease/rental agreement, current utility bill, etc.) (copy or photo is acceptable)

Important Procedures

- **Open Enrollment:** Families living outside the district must apply via the [Wisconsin DPI website](#) between **February 2 and April 30**.
- **Previous Schooling:** If your child attended 4K elsewhere, please complete a [Student Records Request](#).

Note on Transportation: If your student(s) requires busing, you must complete the [Bus Form](#). (Please fill this out for all students in your household)

Feature	4K Students	Kindergarten Students
Busing	AM: In the morning, we offer dedicated routes with hand-to-hand service and a paraprofessional. PM: In the afternoon, students will join our regular bus routes.	Regular bus routes are available for both morning and afternoon trips.



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Open House	4k Open House is on May 6th! Keep an eye on your inbox for specific times coming soon.	Our August orientation details for Kindergarten will be sent your way over the summer.
Childcare	We are still working out the details of before and after school care options. More information will be available by the end of February.	After-school programming is available via the Boys and Girls Club website .
Summer School	Summer School is not offered for incoming 4K students.	Join us July 6–24! You can register between April 13–24. Find all the details right here. Link to Info here .
School Hours	Our 4k day goes from 8:45 am to 3:10 pm on Monday - Thursday each week.	School runs from 8:00 am to 3:10 pm. Students are welcome to join us starting at 7:30 am for breakfast or morning recess.

Where to Submit Forms

Please ensure you send your completed forms to the correct contact:

- **For Kindergarten:** Email **everson.tiffany@wsalem.k12.wi.us** or drop off at the **District Office** (405 East Hamlin St).
- **For 4K:** Email **piper.mandy@wsalem.k12.wi.us** or drop off at the **Elementary Office** (475 N Mark St).