

2001 - Admission and Enrollment

Resident Students Michigan law establishes which students have the right to attend school in the School District. The Superintendent will develop and implement regulations for the enrollment of resident students and their assignment to School District schools, facilities, and programs. The Superintendent may also develop and implement regulations for intra-district open enrollment.

Nonresident Students Nonresident students may be permitted to enroll in the School District, as described below.

Schools of Choice. The Board may choose to permit the enrollment of nonresident students pursuant to a schools of choice program. If such a program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident schools of choice students. Students duly enrolled pursuant to a schools of choice program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

Tuition Students. The Board may choose to permit the enrollment of nonresident students pursuant to a tuition program. If a tuition program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident tuition students. Students duly enrolled through a tuition program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

Foreign Exchange Students. The Superintendent may develop and implement regulations for the enrollment of foreign exchange students.

Homeless Students. The School District will comply with applicable legal requirements concerning the enrollment of students defined as homeless under federal law. The Superintendent will appoint a designee to serve as the District's liaison with homeless students and their parents or guardians. The liaison will coordinate and collaborate with state and local officials, as necessary. Students duly enrolled as homeless students will, thereafter, be considered School District students for all curricular and extracurricular purposes. See [42 USC 11431, et seq.](#)

Children of Non-resident Employees. A child of a non-resident employee of the School District may be permitted to enroll in the School District without the payment of tuition, provided the enrolling student is enrolling in the K-12 program. Once enrolled, such a student will be permitted to continue to attend the School District through graduation or receipt of a certificate of completion, as long as the employee remains employed with the School District. Such a student will also be permitted to continue to attend the School District if the student is enrolled under this policy and the employee no longer works for the School District due to layoff or elimination of the position. This policy does not bar the long-term suspension or expulsion of a student for a violation of the Student Code of Conduct.

Shared Time Instruction Under certain circumstances, students enrolled in non-public schools located within the geographic boundaries of the School District, as well as eligible students who are being home-schooled, are permitted to participate in non-core elective classes offered by the School District.

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Resident Students

Age of Enrollment. Michigan's [Revised School Code](#) specifies the dates by which a child must reach school age in order to be eligible to enroll in kindergarten or first grade.

Documentation. A parent (the term "parent," as used in these regulations, includes a guardian or an adult student.) who seeks to enroll a child in the School District will prove the child's age, typically with a certified copy of a birth certificate. If the parent cannot produce a certified copy of a birth certificate, the parent must explain the reason to the enrollment official and prove the child's age to the reasonable satisfaction of the enrollment official. A parent enrolling a student who has attended school in another school or school district must provide the enrollment official with a release for the student's education record on a form created by the School District or otherwise acceptable to the enrollment official.

Residency. Residency is defined in Michigan's [Revised School Code](#). The School District reserves the right to require the completion of a [Residency Verification/Affidavit Form](#) to verify residency.

Nonresident Students

Schools of Choice (Inter-District). The School District may allow inter-District schools of choice students according to periodic Board of Education resolutions, See [MCL 388.1705](#).

Tuition Students. The Board of Education may decide to permit the enrollment of nonresident students on a tuition basis. If a tuition based enrollment program is established, the following process will be followed:

1. Each year, prior to the Board's August meeting, the Board will (1) identify the grades in which tuition students may be admitted; and (2) establish tuition rates for the upcoming year.
2. In establishing tuition rates, the Board will incorporate the following considerations:
 - (a) Tuition for grades K to 6 may not exceed 25% more than the operation cost per capita for the number of pupils in membership in grades K to 12.
 - (b) Tuition for grades 7 to 12 may not exceed 12 1/2% more than 115% of the operation cost per capita for the number of pupils in membership in grades K to 12.
 - (c) Operation costs and membership figures of the preceding fiscal year will be used. The per capita cost will not include moneys expended for school sites, school building construction, equipment, payment of bonds or other purposes not properly included in operation costs.
3. A separate application must be completed for each nonresident student seeking to enroll.
4. Applications must be submitted within the application period, which will be identified on the School District website. No applications will be accepted after the deadline.
5. Applications will be reviewed by the School District, using criteria identified on the School District website and which may restrict admission based on disciplinary history or felony convictions. In all cases, admissions decisions will be nondiscriminatory in nature.
6. Applicants will be notified, in writing, of their selection/non-selection within ten (10) business days of the application deadline.
7. If accepted, an enrollment packet must be completed and returned to the School District by the enrollment deadline, which will be included in the letter of acceptance.
8. A waiting list will be prepared for students who meet enrollment criteria but for whom there is not a currently available slot. A student's name will remain on the waiting list until the close of the school year for which application was made.

Children of School District Employees. The School District accepts for enrollment the children of School District employees on the same basis and subject to the same rights and obligations as other students.

Foreign Exchange Students

Generally. The School District will accept international/foreign exchange students, subject to the Superintendent's reasonable discretion. A student wishing to enroll in the School District as an international exchange student must meet the following requirements: the completion of an application to the School District's High School Principal; the provision of evidence of approval by the United States Department of State, including an F-1 or J-1 student visa; affiliation with a program on the Council on Standards for International Education and Travel (CSIET) Advisory List on International Education Travel and Exchange Programs; the provision of the name, address, and telephone number of the program's local representative and most recent brochure; the provision of the names, addresses, and telephone numbers of at least two suitable host families, unless the School District is aware of suitable host families; proof he/she will be at least 16 years old by the date of first attendance in the School District; provision of suitable proof of health and accident insurance; proof of the ability to communicate and learn in English, as evidenced by a secondary level English proficiency test on which he/she earned a high intermediate or advanced level score.

Acceptance and Placement. High School Principals will forward to the Superintendent recommendations for international exchange students who meet the criteria set forth in the preceding paragraph. The Superintendent will review the recommendations and, if he/she is satisfied, approve the recommendations for placement for the upcoming school year according to applicable Board policies and administrative regulations. Approved international exchange students attending the School District are subject the same policies and administrative regulations as other students and will not receive diplomas from the School District except according to applicable administrative regulations.

Homeless Students The Superintendent appoints the School District's Middle School Counselor to serve as the School District's Homeless Liaison in accordance with the [McKinney-Vento Act](#). The Liaison's duties include, but are not limited to:

1. Establishing practices designed to facilitate the school enrollment of homeless students;
2. Assisting with the enrollment of homeless students and providing assistance with obtaining academic and medical records;
3. Informing parents or unaccompanied homeless students of the educational and related opportunities available to them;
4. Assisting with school placement decisions based on the best interest of the student and desires of the parent or unaccompanied student;
5. Ensuring that referrals are made for health care, dental, mental health, and other appropriate services;
6. Monitoring each enrollment to assure that homeless students are not isolated or stigmatized because of their homeless status;
7. Handling enrollment disputes and ensuring that disputes over the placement of homeless students are resolved in a timely manner;
8. Arranging transportation and informing the parent or unaccompanied homeless students of the transportation services the School District must make available; and,

9. Disseminating public notice of the educational rights of homeless students in places within the community where they are likely to be seen by homeless students, their families and advocates for the homeless.

The Liaison will inform all School District personnel and persons or agencies known to work with homeless families of his or her identity and contact information.

Shared Time Instructions Shared time instruction will be provided according to Michigan law and the Michigan Department of Education's Pupil Accounting Manual.