

# Summer 2025

# School Office Hours

All TCAPS school buildings offer summer office hours to assist families with enrollment questions and paperwork. For more information, please contact the school directly.

## TCAPS ELEMENTARY SCHOOLS\*

MONTH	DAYS	OFFICE HOURS
JUNE	Thursday, June 12	regularly scheduled hours
	Friday, June 13	regularly scheduled hours

No office hours at the elementary buildings the remainder of the month.  
Questions should be directed to the Elementary Summer Registrar at 231.933.1761.

JULY
No office hours at the buildings. Questions should be directed to the Elementary Summer Registrar at 231.933.1761.

AUGUST
No office hours at the elementary buildings August 1 - August 17, 2025. Questions should be directed to the Elementary Summer Registrar at 231.933.1761.

Monday, August 18	regularly scheduled hours
Tuesday, August 19	regularly scheduled hours
Wednesday, August 20	regularly scheduled hours
Thursday, August 21	regularly scheduled hours
Friday, August 22	regularly scheduled hours
Monday, August 25	regularly scheduled hours
Tuesday, August 26	regularly scheduled hours
Wednesday, August 27	regularly scheduled hours
Thursday, August 28	regularly scheduled hours
Friday, August 29	Office may be open with regularly scheduled hours

Blair Elementary School
231.933.5700
Central Grade School
231.933.5910
Cherry Knoll Elementary School
231.933.8940
Courtade Elementary School
231.933.5800
Eastern Elementary School
231.933.5600
Long Lake Elementary School
231.933.7800
TCAPS Montessori
231.933.6420
Silver Lake Elementary School
231.933.3580
Traverse Heights Elementary School
231.933.3500
Westwoods Elementary School
231.933.7900
Willow Hill Elementary School
231.933.8540

MIDDLE SCHOOL*	DAYS	OFFICE HOURS	PHONE
TC East Middle School	Monday – Thursday	9:00 a.m. – 2:00 p.m.	231.933.7300
LEAP Office		Call for assistance.	231.933.7480
TC West Middle School	Monday – Thursday	9:00 a.m. – 2:00 p.m.	231.933.8200

HIGH SCHOOL*	DAYS	OFFICE HOURS	PHONE
TC Central High School	Monday – Thursday	9:00 a.m. – 2:00 p.m.	231.933.6500
Traverse City High School	Tuesdays	9:00 a.m. – 2:00 p.m.	231.933.5860
TC West Senior High School	Monday – Thursday	9:00 a.m. – 2:00 p.m.	231.933.7500

The **Glenn Loomis Administration Building** \* will be open to the public from 8 a.m. to 5 p.m. Mondays - Thursdays, June 16 through August 15.

If scheduling a meeting with someone at Glenn Loomis on a Friday between June 16 and August 15, be sure you have their contact information (cell number) as you will need to contact them directly to be admitted into the building.

\* All buildings in the district will be closed to the public Monday, June 30 through Friday, July 4. Normal Monday through Friday business office hours (8:00 a.m. to 5:00 p.m.) will resume on August 18.