

Traverse City Area Public Schools Montessori Open Enrollment Application Form



Procedures For Open Enrollment K-12 _____ School Year

(Please complete one per school/per family)

- 1) All applications for open enrollment will be made on Traverse City Area Public Schools "Open Enrollment Application Form." This open enrollment application will be valid for the _____ school year only. This form may be obtained from your TCAPS school office.
- 2) The decision to grant open enrollment will be made by the Superintendent or designee. Factors considered include current space available, anticipated growth or decline in enrollment, the overall impact on instruction, past student attendance, and student behavior.

Open enrolled students will participate in all state required assessments. Not participating in required assessments may jeopardize future open enrollment.

Preference may be given to:

- Previous years of attendance at the school.
- Siblings of students accepted at this school under the TCAPS Open Enrollment Policy.
- Siblings of students enrolled in building programs.

Other considerations include:

- Children living within walking distance.
- Child care/babysitting requests.

If after using the above considerations there are applications in excess of available space, the selection will be made by lottery.

- 3) A decision regarding open enrollment will be made as soon as all relevant factors have been determined and evaluated. This may occur as late as the first day of school.
- 4) Parents or guardians are responsible for the transportation of any student who is attending the Montessori program.
- 5) Open Enrollment placements will remain tentative for the first ten days of the school year, and may be reviewed/revoked at any time depending upon the student's ability to attend regularly and conduct themselves appropriately.
- 6) Open enrolled students will participate in all state assessments. Not participating in required assessments may jeopardize open enrollment.
- 7) Students may be enrolled prior to beginning the upper elementary cycle (4th grade), even if they have had no prior Montessori experience.
- 8) Students may enroll after the upper elementary cycle (after 4th grade) only if they are transferring directly from another Montessori program.

Date Request Received _____

Student's Name _____ Grade _____ Accept Y N

Student's Name _____ Grade _____ Accept Y N

Student's Name _____ Grade _____ Accept Y N

Address _____ City _____ Zip _____

Email _____

Parent/Guardian Name _____ Home Phone _____ Work Phone _____

School Wishing to Attend _____ Home School _____

Have these children been open enrolled in the desired school before? _____

Name/address of child care provider (if applicable for open enrolled status) _____

Please give reason for your request _____

Are you requesting open enrollment at other sites? If yes, where _____

Please return this completed form to the school in which you wish to Open Enroll your student.

Parent/Guardian _____

Superintendent/Designee _____ Date _____