



Received date: _____
Approved: yes no
Initials: _____
Date: _____
*To be completed by receiving school district
superintendent or designee*

Charlevoix Public Schools

Application for participation in Schools of Choice

1. To apply and be eligible for the lottery, fully completed applications are due back to the superintendent of Charlevoix Public School district before July 1 (December 15).
2. Notification of eligibility for enrollment will be made to the parent/guardian by July 15 (January 1).
3. Applications for enrollment will be accept on a space available, first come, first serve basis after the lottery dates have passed, however enrollment of students by parent/guardian must be completed before September 15 (first Wednesday in February).
4. Applications or enrollments will not be accepted after this date, until the next open enrollment period the following semester.

Applicant Information

Applicant student name: _____ Grade (entering): _____
Student birth date: _____ Please check one: Male Female
District of Residence: _____ Last school attended: _____
Sibling #1 name: _____ Grade (entering): _____
Student birth date: _____ Please check one: Male Female
District of Residence: _____ Last school attended: _____
Sibling #2 name: _____ Grade (entering): _____
Student birth date: _____ Please check one: Male Female
District of Residence: _____ Last school attended: _____
Reason for seeking enrollment at Charlevoix Public Schools: _____

Parent/Guardian Information

Parent/Guardian name: _____ Phone: _____
Address: _____
Are any siblings currently attending CPS? yes no
If yes, please list name & grade level: _____
Has the student ever been suspended, expelled or otherwise excluded for disciplinary reasons? yes no
If yes, please explain: _____

Has the student ever been tested for specialized services? yes no

Or do they currently receive specialized assistance at school? yes no

If yes, please explain: _____

Please read and acknowledge the following by checking the boxes and signing below:

- I have been provided a copy of the open enrollment agreement and understand and will abide by all of its provisions.
- I understand that I am committing to enroll the above named student for a period of not less than one academic year.
- I understand, and agree that per the terms of the agreement, the student's resident school district is not obligated to re-enroll them until the beginning of the next academic year.
- I understand that determinations of admission, denial, academic credit, assignment or placement are to be made by the Charlevoix Public School district, and I agree to abide by them.
- I understand transportation will be the responsibility of the parent/guardian.
- I understand Michigan High School Athletic Association regulations apply to all high school age transfers.
- I understand that misrepresenting or withholding information on the application may cause my application to be withdrawn or rejected.
- I agree to hold to Charlevoix Public School, and any of their employees, and their Board of Education harmless for any decision in the admission process.

Records, including disciplinary and attendance, will be requested from the student's previous school. Do you give permission for all the student's records to be released? yes no

Parent signature: _____ Date: _____

Resident School District Information

This application must be delivered to the resident school district superintendent to be completed and will be returned by the resident district to the enrolling district.

Has the student ever been suspended, expelled or otherwise excluded for disciplinary reasons? yes no

If yes, please explain: _____

Has the student ever been tested for specialized services Or do they receive specialized assistance in school? yes no

If yes, please explain: _____

Completed by: _____ Date: _____

Resident school: _____

Applications for admission as non-resident students and their parents/guardians are hereby notified that Charlevoix Public School district does not discriminate on the basis of color, race, national origin, gender, religion, or disability in admission or access to programs, activities or policies.