

STUDENTS

Attendance: Non-Resident Students

A resident student is a student that:

- regularly lives with a parent or legal guardian within the borders of the Okemos school district,
- is placed in a licensed home within the district,
- is 18 years old or older and has established personal residency within the district, or
- has been emancipated and has established personal residency within the district.

All other students are defined as non-resident students.

The board of education will annually determine the maximum level of non-resident students to be considered for enrollment. Admission of non-resident students will be contingent upon the availability of space in the school and the non-resident student meeting the criteria established in this policy and regulations. The school district is not required to accept a student who may have obtained a release from their resident district prior to applying for enrollment in the Okemos Public Schools. The district will consider accepting a student who is the child of an Okemos Public Schools employee who lives outside the district, consistent with state law and this policy and regulations.

The board authorizes the superintendent of schools to accept students into the Okemos Public Schools in accordance with the provisions of this policy and regulations and in accordance with agreements with neighboring school districts. The superintendent is authorized to establish regulations for accepting non-resident students into the district, consistent with state law and regulations.

The superintendent shall report to the board at least annually the number of students accepted into the district as non-resident students, including those accepted under the state's School of Choice program.

Legal Reference: Section 105 State School Aid Act
MCL 388.1601-1606
Individuals with Disabilities Education Act

See Also: Board Policies:
5118.1: Foreign Students/Exchange Students
5119: Release of Students

Policy
Adopted: 9-8-75
Amended: 12-08-08
Reviewed:

Non-resident students may be admitted to the Okemos Public Schools under the provisions of one of the following categories, providing the student meets the criteria established for enrollment.

A: State of Michigan School of Choice Program

Non-resident students may apply for School of Choice enrollment in the Okemos schools during the official window of enrollment each summer, which is advertised through the local media, by completing the School Of Choice Application Form [Attachment A]. The number of available seats at each grade level is included in the advertisement.

1. The district will accept students for School of Choice enrollment to the level of total enrollment annually determined by the board of education. At each grade level, if the number of applications exceeds the number of openings, students will be selected by random draw.
2. Students who apply for School of Choice enrollment must be residents of the Ingham Intermediate School District in accordance with Section 105 of the School State Aid Act.
3. Students who apply for School of Choice enrollment in the district's Montessori program may be residents of the Ingham School District or any contiguous intermediate school district in accordance with Section 105C of the School State Aid Act.
4. Students who apply for School of Choice enrollment must never have been expelled from school.
5. Students who apply for School of Choice enrollment must not have been suspended from school (in-school or out-of-school suspension) within the past two years.
 - 5.1 An exception to suspension is if the student was enrolled in the Okemos Public Schools in the preceding school year and the suspension was for two (2) days or less for a minor offense which did not pose a threat to safety and welfare, the administration may, in its discretion, enroll the student as a School of Choice student.
6. Parents/guardians of students selected will provide any needed transportation to and from school.

B. Child of an Okemos Public Schools Employee

Any employee of the Okemos Public Schools may apply to enroll her/his child(ren) in the school district in accordance with Michigan law. The employee must complete the School Employee Out of District Student Enrollment Request Form [Attachment B] and meet the criteria outlined in Section A above. Admission is contingent upon the availability of space in the school.

C. Resident-in-Transition

A student is a resident-in-transition if, in the current school year, the family is moving to the Okemos community or they are Okemos residents leaving the district. The parents or legal guardians of such non-resident students must submit a written request that their child(ren) be accepted or continue their education in the Okemos schools. Factors considered when evaluating applications for resident-in-transition status include, but are not limited to, the burden the additional enrollment places on the Okemos class size and information provided by Okemos school officials or the district of residence regarding the student's attendance and behavior.

1. The parents or legal guardians of students moving into the district must submit proof of pending residency, such as a purchase agreement with move-in date or signed lease agreement.
2. If a non-resident student is to begin classes in the district or a resident student moves out of the district before the September student count day, the parents or legal guardians must obtain a release from the school district of residence.
 - 2.1 The superintendent of schools, at his/her discretion, may permit a student to begin/continue classes while the release is being obtained.
3. If a student begins classes or moves out of the district after the September count day, the student can continue to be enrolled and counted in membership in the district on the supplemental count day through the end of the school year without the permission of the new resident district.
4. A non-resident student must be a resident the school year following the school year he or she has attended as a resident-in-transition student in the Okemos schools or must apply for School of Choice status to remain as a student in the Okemos schools.
5. Parents/guardians of students accepted as non-resident/resident-in-transition students will provide any needed transportation to and from school.

A resident-in-transition student may not be permitted to continue his or her education in the Okemos Public Schools if, at the time of the transition, in the view of the school administration, the student is not attending, performing, or behaving in accordance with established rules and regulations such as those contained in the parent-student handbooks.

D. Non-Resident/Release Student

A non-resident student who wishes to attend the Okemos Public Schools who DID NOT APPLY THROUGH THE SCHOOL OF CHOICE PROGRAM based on extenuating circumstances may apply to enroll in the Okemos Public Schools by submitting a Non-Resident/Release Student Application Form [Attachment C]. Factors considered when evaluating applications for non-resident/release student status include, but are not limited to, the burden the additional enrollment places on the Okemos class size, the extenuating circumstances described by the parents/guardians, and information provided by Okemos school officials or the district of residence regarding the student's attendance and behavior.

1. The student must a resident of the Ingham Intermediate School District in accordance with Section 105 of the School State Aid Act.
2. The parents or legal guardians must obtain a release from the school district in which they reside.
3. The student must never have been expelled from school nor been suspended from school (in-school or out-of-school suspension) within the past two years.

Okemos Public Schools

School Employee Out-of-District Student Enrollment Request Form

If you are an employee who lives out of the district and are interested in having your child attend Okemos Public Schools, you must **complete this form and return it to the Deputy Superintendent no later than April 27 prior to the beginning of the school year.**

1. Admission of non-resident students will be contingent upon the availability of space in the school and the non-resident student meeting the criteria established in the Board policy and regulations addressing Non-Resident Students (5118, R5118.)
2. School Employee Out-of-District Student Enrollment requests are granted based on class size criteria, as outlined in the Board policy and regulations addressing In-District Transfer (5117.2, R5117.2.)
3. In the event that the number of school employee out-of-district student enrollment applicants exceeds the number of vacancies at the school, the superintendent and building principal will conduct a random drawing of those requests to determine which applicants will fill the existing vacancies.
4. Once the school year has begun, school employee out-of-district student enrollments will not be approved except in extenuating circumstances as approved by the Superintendent.
5. You will receive a letter, in late May or early June, stating what action was taken in regards to your request. Please keep in mind that you will be responsible for transporting your child if you choose to participate in school employee out-of-district student enrollment.
6. If your request is approved, you must then make an appointment with the school your child will be attending to complete enrollment papers. If your request is denied, you may re-apply by August 9 for reconsideration.
7. You will have one week, from receiving approval, to notify the school that you are no longer interested in attending; otherwise, school employee out-of-district student enrollments are in effect the full school year.

Student Name _____

Current School District _____

Grade _____ School Year _____

Parent (Employee) Name _____

Your Address _____ City/Zip _____

Phone (home) _____ (work) _____



Has your child ever been expelled? _____ Yes _____ No (if yes, list name of student, school attending and reason):

Has your child been suspended (includes in-school suspensions) within the last two years?

_____ Yes _____ No (if yes, list name of student, school attending and reason: _____)

(Board Regulation R5118 paragraph A.1.2 states: "Students who apply for School of Choice status must never have been expelled from school nor been suspended from school within the past two years.")

Please indicate Okemos Schools you are willing to attend by prioritizing (1, 2, 3)

Elementary Schools	Middle Schools	High School
Bennett Woods _____	Chippewa _____	Okemos High School _____
Bennett Woods Begindergarten _____	Kinawa _____	
Central _____		
Cornell _____		
Edgewood Public Montessori _____		
Hiawatha _____		
Wardcliff _____		

I verify that the information provided above is to the best of my knowledge, true and accurate. I understand that if at any time a misrepresentation of these facts is discovered by Okemos Public Schools, my child will be released immediately and returned to his home school.

Date

Parent/Guardian signature

Date

Deputy Superintendent's signature

Please submit this form to the Deputy Superintendent no later than April 27

Approved Denied Reason _____

Copies to: School Parents

**OKEMOS PUBLIC SCHOOLS
NON-RESIDENT/RELEASE STUDENT APPLICATION**

STUDENT NAME _____ 2007-08 GRADE _____

Parent/Legal Guardian _____

Street Address _____ (P.O. boxes are not accepted)

City _____ State _____ Zip Code _____

Address of Student (if different from above)

Phone numbers

Home _____ Mother's Work or Cell _____ Father's Work or Cell _____

Email address: _____

School District currently residing in (attach proof of residency)

List all schools the student has attended during the last two years. A verification letter must be signed by an administrator of each school and returned with the application. This does not apply to students of Okemos Public Schools for the 2006-2007 school year or to applicants entering kindergarten.

Has your child ever been expelled? ___ Yes ___ No If yes, list name of school attending and reason:

Has your child been suspended (includes in-school suspensions) within the last two years? ___ Yes ___ No
If yes, list name of school attending and reason:

Please note: If the students has been suspended or expelled within the last two years, the student will not be accepted as a Non-Resident/Release student to Okemos Public Schools.

Please provide a brief explanation as to why your student wishes to attend Okemos Public Schools: _____

REQUIRED DOCUMENTATION

Applications will not be accepted without the following documentation:

- 1. **Proof of residency:** Copy of a current utility bill, mortgage or tax statement (documentation needs to list your current address). Driver’s license and voter registration card is not acceptable.

- 2. **Verification letters from each school attended in the last two years.** Verification must be signed by an administrator of that school. Okemos School District students do not need to send verification.

IMPORTANT

If your student is accepted as a non-resident/release student under Section 4(B)(2)) of the State School Aid Act of 1997 and is eligible for special education program and services, please note that enrollment cannot occur until Okemos reaches a written agreement with the district in which you reside. This agreement contains the responsibilities of each district concerning the payment of added costs for special education programs and services for the purpose of providing the student with a free and appropriate public education. If an agreement cannot be reached, enrollment cannot occur.

If your student is accepted as a non-resident/release student, you must provide a release from the Superintendent of the sending/home district.



I verify that the information provided above is to the best of my knowledge true and accurate. I understand that if at any time a misrepresentation of these facts is discovered by Okemos Public Schools, my child will be released immediately and returned to his home school

Date

Signature of Parent/Legal Guardian

RETURN APPLICATION TO: Okemos Public Schools
Attn: Rhianna Walworth
4406 N. Okemos Road
Okemos, MI 48864

OKEMOS PUBLIC SCHOOLS

Non-Resident/Release Student Verification Letter and Authorization for Release of Information

Student Name _____ Date of Birth _____

I give permission for the release to Okemos Public Schools of all information regarding any suspensions (including in-school) within the past two years and all expulsions involving the student listed above.

Parent/Legal Guardian signature

Date

A completed form for each school your child has attended in the last two years must accompany the Non-Resident/Release Student application. Parents or legal guardians are to fill out the top portion of the form. An administrator from each school your child has attended must then complete the bottom portion. The completed form should be attached to the Release Student application. Your application will not be accepted without a verification letter signed by the previous school's administrator.

School District and School

School Year Attended (i.e., 2008-09)

Dear School Administrator:

Please provide the following information regarding the student listed above.

(1) Has this student ever been expelled from your school district? Yes No

If yes, please explain _____

(2) Has this student been suspended (includes in-school suspension) during the last two years?

Yes No

If yes, please explain _____

Signature of Administrator

Title

Print Name

Phone Number

School

School District

If you have any questions or need additional information, please contact
Dr. Catherine Ash, Deputy Superintendent, at (517) 706-5009

OKEMOS PUBLIC SCHOOLS
SCHOOLS OF CHOICE APPLICATION
Applications will be accepted June 2 – 16th Only

STUDENT NAME _____ 2008-09 GRADE _____

Parent/Legal Guardian _____

Street Address _____ (P.O. Boxes are not accepted)

City _____ State _____ Zip Code _____

Address of Student (if different from above)

Phone numbers

Home _____ Mother's Work or Cell _____ Father's Work or Cell _____

Email address: _____

School District currently residing in (attach proof of residency) _____

List all schools the student has attended during the last two years. A verification letter must be signed by an administrator of each school and returned with the application. This does not apply to students of Okemos Public Schools for the 2007-2008 school year or to applicants entering kindergarten.

Did a child in your household attend Okemos Public Schools during 2007-2008? ____ Yes ____ No

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Has your child ever been expelled? ____ Yes ____ No If yes, list name of school attending and reason:

Has your child been suspended (includes in-school suspensions) within the last two years? ____ Yes ____ No
If yes, list name of school attending and reason:

Rank schools according to preference:

Elementary

____ Bennett Woods
____ Central
____ Wardcliff

____ Hiawatha
____ Cornell
____ Begindergarten

Middle School

____ Kinawa only
____ Chippewa**

**only siblings of current CMS students

REQUIRED DOCUMENTATION

Applications will not be accepted without the following documentation:

1. **Proof of residency:** Copy of a current utility bill, mortgage or tax statement (documentation needs to list your current address). Driver's license and voter registration card is not acceptable.
2. **Verification letters from each school attended in the last two years.** Verification must be signed by an administrator of that school. Okemos School District students do not need to send verification.

IMPORTANT

If your student is accepted for Schools of Choice under Section 105(c) of the State School Aid Act of 1997 and is eligible for special education program and services, please note that enrollment cannot occur until Okemos reaches a written agreement with the district in which you reside. This agreement contains the responsibilities of each district concerning the payment of added costs for special education programs and services for the purpose of providing the student with a free and appropriate public education. If an agreement cannot be reached, enrollment cannot occur.

I verify that the information provided above is to the best of my knowledge true and accurate. I understand that if at any time a misrepresentation of these facts is discovered by Okemos Public Schools, my child will be released immediately and returned to his home school.

Date

Signature of Parent/Legal Guardian

RETURN APPLICATION TO:

Okemos Public Schools
Attn: Rhianna Walworth
4406 N. Okemos Road
Okemos, MI 48864

DEADLINE: 4:00 p.m. on Monday, June 16, 2008

OKEMOS PUBLIC SCHOOLS
Schools of Choice Verification Letter and Authorization for release of information

Student Name _____ Date of Birth _____

I give permission for the release to Okemos Public Schools of all information regarding any suspensions (including in-school) within the past two years and all expulsions involving the student listed above.

Parent/Legal Guardian signature

Date

A completed form for each school your child has attended in the last two years must accompany the Schools of Choice application. Parents or legal guardians are to fill out the top portion of the form. An administrator from each school your child has attended must then complete the bottom portion. The completed form should be attached to the Schools of Choice application. Your application will not be accepted without a verification letter signed by the previous school's administrator.

School District and School

School Year Attended (i.e. 2007-08)

Dear School Administrator:

Please provide the following information regarding the student listed above.

(3.) Has this student ever been expelled from your school district? Yes No

If yes, please explain _____

(4.) Has this student been suspended (includes in-school suspension) during the last two years?

Yes No

If yes, please explain _____

Signature of Administrator

Title

Print Name

Phone Number

School

School District

If you have any questions or need additional information, please contact
Catherine Ash, Deputy Superintendent, at (517) 706-5009