

South Lyon Community Schools
Resident Open Enrollment Program
2024-2025

APPLICATION PROCESS

Applications will be available beginning **January 26, 2024**, on our website at www.slcs.us , at all elementary school building offices and at the South Lyon Schools Administration Building, 345 South Warren.

Parents who would like their child(ren) to participate in the Resident Open Enrollment Program must apply by completing an application form for each child.

Every student who participates in the Program needs to re-apply and be accepted each year. However, we will reserve 25% of the available slots per grade, per school, for students who participated in the program the previous year. If necessary, a random selection process will be utilized to identify these students.

Transportation: Parents are responsible for providing transportation for students choosing to participate in the Program.

Attendance: Students are expected to arrive and depart from school on time. It is expected that parents will pick up students on time when they are attending an after school or evening event. Students who are excessively absent or tardy could be asked to return to their home school.

An application should be completed only if you are interested in sending your child to a school other than your attendance area school. Your attendance area school is determined by your address. To locate your school, you can use our interactive Boundary Maps available on our website: www.slcs.us. You'll find the link to the maps in the blue list along the left side of our home page. If you have additional questions, please contact the SLCS Transportation Department, (248) 573-8900.

Completed applications must be returned by **February 29, 2024**. Applications can be:

- Emailed to Jessica Jose at josej@slcs.us.
- Returned to any of the elementary school offices.
- Mailed to South Lyon Community Schools Administration Building, Attention: Pupil Services, 345 South Warren Street, South Lyon 48178.

All applications received before the deadline are given equal attention. Applications are accepted on a first come-first served basis after the deadline.

The deadline for application is August 15, 2024, at 4:00 pm. Any application received after the deadline will be considered on a case-by-case basis with no guarantee of placement.

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SELECTION PROCESS

- After March 17, we will determine the initial number of spaces available per school, per grade. We will use existing data regarding new subdivisions and current enrollment figures and will maintain a 5 to 10% factor for new growth at each school. Since our school district is experiencing new growth, it is very difficult to determine how many new students we will receive during the summer.
- **Parents/guardians will be notified via email of their child's placement – While we have historically been able to determine in the spring whether Resident Open Enrollment will be limited at a particular school or grade, the district does reserve the right to change any students back to their original attendance area school through the first full day of school in the fall. It may be necessary to deny or close Resident Open Enrollment in some schools and in some grades depending on enrollments during the summer and the resulting class sizes. A random selection process will become necessary if there are more requests than spaces. The district's goal is to ensure equitable class size throughout the school system.**
- The following steps are necessary only if a Random Selection Process becomes necessary due to more requests for a particular school and grade than available spaces.
 - **March 19, 2024** -- Random Selection Process takes place.
 - **March 21, 2024** -- Parents/guardians will be emailed notification of the results of the Process.
 - **April 5, 2024** -- Accepted parents/guardians will need to return an email of acceptance to SLCS, Pupil Services, 345 South Warren, South Lyon 48178, by this date.
 - **April 19, 2024** -- Waiting list acceptance emails due. If openings occur because some students selected through the Random Selection Process decide not to participate, these openings will be filled according to the number assigned in the random drawing. Parents/guardians will be notified as soon as there is space, and they must send an acceptance email to SLCS Pupil Services.
- **The deadline for application is August 15, 2024, at 4:00 pm. Any application received after the deadline will be considered on a case-by-case basis with no guarantee of placement.**

QUESTIONS

Contact Pupil Services at josej@slcs.us or 248-573-8134 or any elementary principal.

**South Lyon Community Schools
Resident Open Enrollment Program
2024-2025 School Year**

QUESTIONS & ANSWERS

- Q. *How is information about the Resident Open Enrollment Program made available to parents?*
- A. There are articles in the Skylert email messages from elementary schools; information in elementary school newsletters; and it is also posted on our website - www.slcs.us .
- Q. *May I choose a school outside of the South Lyon Community Schools?*
- A. Not through this process.
- Q. *How will the decision be made whether my child will be selected to attend our preferred school?*
- A. If requests do not exceed spaces, families will receive an email notifying them of their placement. If requests exceed spaces, a random selection process will be used. We will reserve 25% of the available spaces per grade per school, for students who have participated in the program the previous year.
- Q. *Will transportation be provided for my child?*
- A. No. Parents are expected to provide transportation.
- Q. *Must I complete a separate application for each child?*
- A. Yes. A Resident Open Enrollment Application must be completed for each child in order to allocate available space in a fair and consistent manner.
- Q. *My child is not attending his/her attendance area school now. Do I need to apply for Resident Open Enrollment to stay in that school building?*
- A. Yes. An application needs to be submitted each year.
- Q. *What if I move into the District after the application deadline? Can I apply to the Resident Open Enrollment Program?*
- A. If space is available, you may be granted permission *on a case by case basis*. However, the initial deadline for the 2024-2025 school year is February 29, 2024, and all requests made prior to that date receive priority.
- Q. *Do I receive priority in the following year, if I am selected in the Resident Open Enrollment Program this year for?*
- A. We will reserve 25% of the available slots per grade, per school for students who have participated in the program the previous year. You need to reapply each year. Since our district continues to grow, we need to assess the number of students in each attendance area every year. Understand that acceptance as a Resident Open Enrollment student for one year does not guarantee a spot the following year.

**South Lyon Community Schools
Resident Open Enrollment Program
2024-2025 School Year**

QUESTIONS & ANSWERS
(Continued)

- Q. *Why does applying to the Resident Open Enrollment Program seem complicated?*
A. We must be fair and equitable to all students. We cannot anticipate the number of new students per school/per grade each year.
- Q. *If I have more than one child applying for Resident Open Enrollment, will all my children be chosen?*
A. No. Each child accepted in the program will be selected based on available space and/or a random lottery per grade/per building.
- Q. *If an opening exists during the school year in my preferred school, could I switch schools at that time?*
A. If there is a sound reason why you want to choose another school, it can be discussed. However, disruption of a student's placement mid-year is not always in the best interest of the child.
- Q. *Do I have to complete an application if I do not wish for my child to attend school outside of his/her assigned attendance area?*
A. No. Your child would remain in his/her attendance area automatically.
- Q. *Why must I apply every year?*
A. Students living within an attendance area have first priority to attend their neighborhood school. Since we cannot anticipate the number of new students per grade/per building, we need to repeat the process each year.
- Q. *When will I be notified that my child's Resident Open Enrollment application has been approved and which school my child will attend?*
A. Parents/guardians will be notified via email of their child's placement. While we have historically been able to determine in the spring whether *Resident Open Enrollment* will be limited at a particular school or grade, the district does reserve the right to change any students back to their original attendance area school through the first full day of school in the fall. It may be necessary to deny or close *Resident Open Enrollment* in some schools and in some grades depending on enrollments during the summer and the resulting class sizes. A random drawing will become necessary if there are more requests than spaces. The District's goal is to ensure equitable class size throughout the school system

South Lyon Community Schools

2024-2025 RESIDENT OPEN ENROLLMENT APPLICATION FOR GRADES K-5

- Please complete one application for each child. Every student who participates in the Resident Open Enrollment Program must re-apply and be accepted each year. Each year the number of openings will become more limited.
- Applications (Grades Kindergarten – 5) must be returned to any elementary school office or to Pupil Services, South Lyon City and School Admin. Building, 345 South Warren, South Lyon by Thursday, February 29, 2024. The final deadline for application is August 15, 2024, at 4:00 pm. Any application received after the deadline will be considered on a case-by-case basis with no guarantee of placement.
- Participation in Resident Open Enrollment is tentative through the first full day of the new school year.
- Transportation: Transportation will be the responsibility of the parent/guardian.
- Attendance: Students are expected to arrive and depart from school on time.

Hardy Elementary will be closed for Resident Open Enrollment for families who do not currently have a student at Hardy in grades K-4.

Families who **do currently** have a student at Hardy in grades K-4 under Resident Open Enrollment would be allowed to continue to submit Resident Open Enrollment applications for new incoming students in their family. This will allow a family who already has current Hardy students in grades K-4 to continue at the school as a family and will allow them to be phased out, rather than be denied placement immediately. In addition, siblings of students placed in Hardy's EI or CI classrooms will continue to be able to attend Hardy, along with the children of full-time district staff members.

PLEASE PRINT

Grade of Student in Fall 2024 _____

Student's Last Name

Student's First Name

Student's Middle Name

Student's Street Address

City

Zip Code

Name of Parent/Guardian #1

Parent/Guardian #1 Email

Parent /Guardian #1 Phone Number

Name of Parent/Guardian #2

Parent/Guardian #2 Email

Parent /Guardian #2 Phone Number

ATTENDANCE AREA SCHOOL
(Boundary school based on your address)

School attended last year

REQUESTED SCHOOL

2nd Request Preference

3rd Request Preference

Optional—Reason for Request:

Repeat Schools of Choice

Child Care

Other _____

***By checking the box below and typing my name on the signature line above, I acknowledge that I am signing this document electronically.*

Parent/Guardian's Signature

Date

DISTRICT USE ONLY

Date Received: _____ By: _____