



## Faxon Academy

### Application for Admission Procedures

#### APPLICATION PROCESS FOR SIBLINGS OF CURRENT STUDENTS

Siblings (brothers/sisters) of students currently enrolled at Faxon Academy receive priority admission, however, they must also submit applications for enrollment no later than the designated due date.

#### APPLICATION PROCESS FOR NEW STUDENTS

The student enrollment period will begin as designated on the most recent application forms. The most current applications for enrollment may be obtained at Faxon Academy, 28555 Middlebelt Road – Farmington Hills, Michigan 48334. Applications also will be available at informational meetings and open houses.

#### APPLICATION PROCEDURE

A separate application must be submitted for each child who is applying for admission. Faxon Academy cannot ensure the priority of a sibling applicant unless the name(s) of sibling(s) either currently enrolled or also applying for admission at Faxon Academy are clearly listed on the application. **PLEASE MAKE SURE THAT EACH SEPARATE APPLICATION LISTS ALL OTHER SIBLING NAMES.**

#### APPLICATION DEADLINES

All applications for admission must be received by Faxon Academy at 28555 Middlebelt Road – Farmington Hills, Michigan 48334 by 5:00 p.m. on the designated deadline date.

#### STUDENT SELECTION PROCESS

Completed Applications:

Faxon Academy will review all completed applications upon receiving them. It is the parent's/guardian's responsibility to identify siblings either currently enrolled or applying for admission. Faxon Academy assumes no responsibility for identifying sibling preferences which are not clearly noted on the application.

The following documents must be submitted with each application:

- Birth Certificate
- Immunization Record
- Most Recent Report Card (children currently enrolled in school)
- List of sibling(s) currently attending and/or applying to Faxon Academy (if applicable)
- Hearing and Vision Test (kindergarten only)
- Parent/Guardian ID
- IEP (if applicable)

#### SIBLING PRIORITY POLICY

Siblings of currently enrolled students are given enrollment priority provided there is enough classroom space available for the sibling(s) and if the application(s) clearly identifies siblings. Siblings' priority is given in the following manner:

Siblings of students enrolled at Faxon Academy the previous academic year will receive first priority before the random selection drawing. If there are more siblings of currently enrolled students than classroom spaces available in a given grade, Faxon Academy will hold a random selection lottery for the classroom spaces from among the siblings in that grade. The remaining siblings will be put on a waiting list for that grade in the order of random selection.

Siblings of new students enrolled for the upcoming academic year will receive second priority. As each new student is enrolled, Faxon Academy will enroll the sibling(s) identified on the enrolled student's application in the appropriate grade(s), if space is still available in the sibling's grade. If the sibling's grade is full, the sibling will be added to the waiting list for that grade. Faxon Academy defines siblings as brothers and sisters living full-time in the same household with a parent, grandparent, guardian or foster parent.

#### RANDOM SELECTION DRAWING

The random selection drawing shall be open to the public and Faxon Academy will notify all applicants of the date, time and place of the drawing. Faxon Academy will draw names until all available classroom spaces have been filled. The remaining names will be drawn thereafter and assigned to classroom waiting lists for each grade level in the order of selection.

#### WAITING LIST

Applicants placed on the waiting list for the upcoming school year must resubmit an application for the next school year in order to be considered for admission. A new waiting list is created for each school year. While Faxon Academy would like to give priority to those applicants who have had their name on the waiting list for the previous year, the laws governing public school academies prohibit Faxon Academy from doing so.

Faxon Academy will not accept applications that do not have the required accompanying information as listed in the yellow box on this page.



# ENROLLMENT PROCESS

Thank you for your interest in enrolling your child(ren) at Faxon Academy. We are excited to begin the process for becoming a partner in your child(ren)'s education. Listed below are the requirements for enrolling at Faxon Academy.

All children must be five (5) years old by September 1<sup>st</sup> of the current school year to enroll in public school kindergarten. Students born between September 2<sup>nd</sup> and December 1<sup>st</sup> of the current school year who wish to apply must submit a Kindergarten Waiver Form with the application for enrollment.

All incoming kindergarten applicants must complete a vision and hearing screening prior to the first day of school, either with a personal physician or through a county health department. Oakland County Health Center can be reached at 248-424-7070 to make appointment.

**The following items must be submitted with the completed Enrollment Application:**

- **BIRTH CERTIFICATE** - A clear copy or the original birth certificate must be submitted with the application
- **IMMUNIZATION RECORD** – Required for all students, as well as a health appraisal to be completed by the student's physician.

On December 11, 2014, the administrative rule was passed by Michigan Department of Community Health requiring any parent/guardian wanting to waive vaccine/vaccines for nonmedical reasons to receive vaccine education from their local health department. This rule applies to children entering childcare, kindergarten, and 7th grade or newly enrolled in the school district after January 1, 2015. You must contact your local health department if you wish to submit a vaccine waiver for your child.

- **AFFIRMATION OF PRIOR DISCIPLINE FORM** – This form is required for all applicants who have been enrolled in a previous school district (1<sup>st</sup> – 8<sup>th</sup> grade applicants).
- **FREE/REDUCED LUNCH APPLICATION**
- **IEP** – All applicants receiving special services, e.g., speech, resource services, etc., must submit a copy of the IEP with the application for enrollment.
- **LEGAL IDENTIFICATION** – The academy must maintain a copy of the parent's or legal guardian's driver's license, state ID, utility bill with the current address or a rental lease. This document will be utilized to verify the student's home address.



Does your child have an IEP (speech, resource room)?  No  Yes (You must provide a copy of the IEP with this application)

Does the student have any allergies (food, medicine, etc.)?  No  Yes \_\_\_\_\_

Is your family homeless?  Yes  No

Current Living Status:  Doubled Up  Motel/Hotel  Shelter  Car  Other \_\_\_\_\_

Did the student receive free or reduced lunch last year?  Yes  No

Are any other siblings currently enrolled at Faxon LIA?  Yes  No

If yes, list names and current grade below:

Name \_\_\_\_\_ Grade \_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_

Are any siblings applying for admission as NEW applicants for the 2018-19 school year?  No  Yes

Name \_\_\_\_\_ Grade \_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_

### FAMILY INFORMATION

Mother's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_  Cell  Home  Work

Phone: \_\_\_\_\_  Cell  Home  Work

Father's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_  Cell  Home  Work

Phone: \_\_\_\_\_  Cell  Home  Work

Student lives with:  Mother  Father  Both Parents  Other: \_\_\_\_\_

**I affirm that as the parent/legal guardian, all information provided above is true and accurate. I also understand that if I fail to report accurate information, my child may be dismissed from the Faxon Academy.**

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Birth Certificate  Immunization/Waiver  Disciplinary History  Proof of Residency  IEP (Special Ed Only)  Report Card



## AFFIRMATION OF PRIOR DISCIPLINE RECORD

**Directions: Check paragraph 1 or 2, provide all appropriate information, and sign.**

A willful false statement on this affirmation will result in a report to the appropriate authorities and possible removal from Faxon Academy.

The undersigned affirms that \_\_\_\_\_  
(student name)

**Paragraph 1:**

\_\_\_\_\_ **has not been** suspended or expelled from any public or private school in Michigan or any other state, for an offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against person and/or property committed on school premises, at any school sponsored activity, or on a public or private conveyance providing transportation to and from a school or school sponsored activity.

**Paragraph 2:**

\_\_\_\_\_ **has been** suspended or expelled from a public or private school in Michigan or any other state, for an offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against person and/or property committed on school premises, at a school-sponsored activity, or on a public or private conveyance providing transportation to and from a school or school sponsored-activity.

If you checked paragraph 2, explain the circumstances in detail, **on a separate sheet of paper. Include the school name(s).**

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_