



## **Public School Academies of Detroit (PSAD) Enrollment Guidelines & Admission Policies for the 2009-2010 School Year**

A public lottery for each grade offered at each PSAD school will be held at each district when there are more applicants than openings for that particular PSAD school to assign seats to new students and to assign the order of the waitlist for any new seats that become available. Siblings of students returning for the 2009-2010 school year and newly accepted students for the 2009-2010 school year will be given priority for admission in the order detailed below.

The priorities for admissions will be conducted in the following order:

### **Priority 1: Siblings\* of 2009 Graduates and Students Returning for the 2009-2010 School Year**

Siblings of students who graduated during the 2008-2009 school year or siblings of students returning for the 2009-2010 year are given 1<sup>st</sup> priority to their siblings PSAD district. If there are more of these siblings than classroom spaces available in a given grade, the PSAD School will hold a random selection lottery for the classroom spaces from among the siblings in that grade. The remaining siblings will be placed on the waitlist based on the number they receive in the sibling lottery as long as they submitted an application during the open enrollment period. Note: Sibling priority does not range across PSAD districts.

### **Priority 2: PSAD Transfer Students**

Any student enrolled in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade at any PSAD School in the preceding school year will be given transfer student priority (priority 2) provided there is sufficient classroom space available. Transfer student priority is given in the following manner: students enrolled in a PSAD School the previous academic year who apply for the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade during open enrollment to the school they wish to transfer to will receive second priority. Each PSAD School will hold a random selection lottery for the classroom spaces from among the transfer students in that grade. These students will be placed on the waitlist below the priority 1 students based on the number they receive in the transfer student lottery.

### **Priority 3: Children of Salary Personnel working at PSAD schools or Children of PSAD Board of Directors**

These children (including by Michigan law all adopted children or legal wards) are placed behind Priority 2 students based on the number they receive in the lottery as long as they submitted an application during the open enrollment period.

### **Priority 4: Siblings\* of Newly Accepted Students**

Siblings of newly accepted students (students who are accepted for enrollment for the 2009-2010 school year) are placed behind Priority 3 students based on the number they receive in the lottery on the waitlist within the same district their sibling was accepted as long as they submitted an application during the open enrollment period. Note: Sibling priority does not range across PSAD districts.

**NOTE: Any sibling that DOES NOT submit an application during open enrollment will NOT be given sibling preference.**

### **Priority 5: New Applicants with No Siblings at the PSAD district in which they are applying**

Students who apply during open enrollment but do not win a seat in the lottery and who do not have a sibling at the PSAD district in which they are applying will be placed on the waitlist based on the number they received in the lottery below priority 4 students.

### **Priority 6: Applicants Applying After Open Enrollment**

Students who apply after open enrollment (all applications received after the deadline date) will be placed on the wait list behind the Priority 1, 2, 3, 4, and 5 applicants based on the date and time their application is received. **This includes siblings that submit applications after the deadline date.**

\*Sibling Determination--Siblings who receive preference include:

- a. Full siblings (children who share the same mother and father) regardless of whether the full siblings live in the same household.
- b. Step-siblings/half-siblings who live in the same household\*\*. Step-siblings and half-siblings who **DO NOT** live in the same household **DO NOT** receive the preference.

\*\*They must live in the same household at the time they apply. If the student moves in with their sibling they need to reapply at that time and the old application is deleted. The parent may be asked to supply some sort of proof of residence for the student.

# Public School Academies of Detroit (PSAD)

## Enrollment Guidelines & Admission Policies for the 2009-2010 School Year

### 1.) Purpose

The purpose of this policy is to outline the enrollment policy and process for the Public School Academies of Detroit ("PSAD") for the enrollment of students into its urban academies. Grand Valley State University Board of Trustees ("University Board") has authorized PSAD under Part 6c of the Revised School Code to operate one or more urban academies, including but not limited to University Preparatory Academy, University Prep Science and Math, and Henry Ford Academy: School for Creative Studies schools (individually a "PSAD School" or collectively "PSAD Schools").

### 2.) Open Enrollment Dates

Open Enrollment will last the duration of one month. Applications can be picked up from each of the school campuses between 8:00am and 4:00pm on school days or on their website. All applications must be received by 4:00pm on the last day of Open Enrollment, the deadline date, in order to be considered for the lottery.

### 3.) Re-enrollment of current students

Students currently enrolled in any PSAD school in the preceding school year will be automatically admitted for the next school year to that same PSAD district.

### 4.) PSAD Transfer Students

Any student enrolled in the 8th, 9th, or 10th grade at any PSAD School in the preceding school year will be given transfer student priority (priority 2) provided there is sufficient classroom space available. Transfer student priority is given in the following manner: students enrolled in a PSAD School the previous academic year who apply for the 9th, 10th, or 11th grade during open enrollment to the school they wish to transfer to will receive second priority. Each PSAD School will hold a random selection lottery for the classroom spaces from among the transfer students in that grade. These students will be placed on the waitlist below the priority 1 students based on the number they receive in the transfer student lottery.

### 5.) Siblings who receive preference include:

Siblings of currently enrolled students receive the 1st priority in enrollment with Siblings of newly accepted students receiving 4th priority. See Enrollment Guidelines (reverse) for more information regarding sibling priority.

### 6.) Children of PSAD Salary Personnel & PSAD Board of Directors

Children of Salary Personnel working in PSAD schools and children of PSAD board of directors who apply during open enrollment receive third priority before the random lottery. If there are more children of PSAD salary personnel and PSAD board of directors applying than classroom spaces available in a given grade, the PSAD school will hold a random selection lottery which will include these children and all other applicants. The children will be put on the waitlist for that grade in the order of random selection number received, just below the 2nd priority students.

### 7.) Enrollment for under-subscribed grades/sibling preference

Priority 1 students will be automatically admitted for the next school year to each grade that does not reach full enrollment by the Deadline Date. Transfer students have the next priority in enrollment. If Full Enrollment for a particular grade is not reached by the Deadline Date, PSAD will continue to receive applications for that grade level as long as necessary to complete Full Enrollment. Applications received after the Deadline Date will be enrolled in order of receipt.

### 8.) Enrollment for over-subscribed grades

Students will be selected for admission by random lottery for each grade that exceeds Full Enrollment if their applications were received by the Deadline Date. Applications received after the Deadline Date for each grade that has reached Full Enrollment will be added to the official waiting list in the order in which they are received. Kindergarten students must attain the age of five (5) years on or before December 1st of the year for which they are applying, to be eligible for the lottery. Openings will be filled from the waitlist in the order of priority. PSAD has an admissions goal to maintain an even ratio of male to female students and reserves the right to maintain this balance. In order to do so students that leave, if possible, will be replaced with students of the same gender.

### 9.) Lottery

If there are more applications submitted by the Deadline Date than available seats for any given class, Each PSAD District will hold a random selection lottery on the Lottery Date. All lottery applicants' names will be drawn and placed on the acceptance list and/or the waiting list for each grade based on the number they receive in the lottery. The University Board Charter Schools office may have a representative on-site to monitor the public random selection lottery.

### 10.) Record of enrolled students

As students are selected for admission, their names will be recorded on the Chart of Admitted students.

### 11.) School Decision Deadline

Parents of students that applied to multiple PSAD school districts and received acceptance letters, must accept at one school by the School Decision Deadline. Deciding to attend one PSAD school automatically moves that student off of the waitlist or acceptance list of any other PSAD school they applied to for that school year. In order to be eligible to attend any other PSAD school, that student may reapply to that school and be placed at the bottom of the waitlist.

### 12.) Enrollment Requirements

- PSAD shall not discriminate on the status as a handicapped person or any other basis that would be illegal for an existing school district.
- PSAD shall provide for the education of its pupils without discrimination as to religion, creed, race, sex, color or national origin. The Academy shall comply with all state and federal civil rights laws.
- PSAD shall not charge tuition (but may charge fees in the same manner as existing public schools).
- PSAD shall not enroll any student who is not a resident of this state, except a foreign exchange student.
- PSAD shall comply with all state and federal laws applicable to public schools concerning church-state issues.
- PSAD may establish a policy providing enrollment priority to enrolled pupils of a PSAD School, siblings of currently enrolled pupils, children of a person who is employed by or at a PSAD School, or children of PSAD Board Members (See priority on reverse side).
- PSAD shall provide legal notice indicating Open Enrollment for each PSAD school in a local newspaper.

IMPORTANT ENROLLMENT DATES	
<b>Henry Ford Academy: School for Creative Studies (HFA:SCS)</b>	<b>University Preparatory Academy (UPA) and University Prep Science &amp; Math (UPSM)</b>
Open Enrollment Dates:	
January 5 <sup>th</sup> – February 27 <sup>th</sup>	January 12 <sup>th</sup> – February 12 <sup>th</sup>
Lottery Date	
March 11th	March 4th
School Decision Deadline Date	
May 1st	May 1st

SUBMIT APPLICATIONS TO:	
HFA:SCS—Grades 6, 7, & 9	UPA—Grades K-12
Dan Graves Henry Ford Academy: School for Creative Studies (HFA:SCS) PO Box 11140 Detroit, MI 48211	UPA-ES Office of Admissions Attn: Cherise Steward 957 Holden Detroit, MI 48220
UPSM—Grades 6, 7, & 8	UPA-MS Office of Admissions Attn: Tomicka Griffin 5310 St. Antoine Detroit, MI 48220
UPSM Office of Admissions Attn: Cynthia Moon 1 Campus Martius Detroit, MI 48226	UPA-HS Office of Admissions Attn: Ashley Randall 600 Antoinette Detroit, MI 48220