



Fostering Leadership Academy

Enrollment Checklist

To make the enrollment process as seamless as possible, please provide the school with the following documents:

- ☐ Birth Certificate
- ☐ Proof of Guardianship and/or Custody
- ☐ Proof of Residency
- ☐ Immunization Records
- ☐ Student Enrollment Packet (provided)
- ☐ Copy of IEP (if student has IEP)
- ☐ IEP Release Authorization (if IEP is unable to be provided by parent/guardian)
- ☐ Doctors note for prescription medication
- ☐ Most recent report card
- ☐ Health Assessment Form (provided by child's doctor)

If you have any questions about enrollment, please contact
fosteringleadership@mchsmi.org.



Student Information

First Name: _____ **Last Name:** _____ **Birth Date:** _____

Country of Birth: _____ **Gender:** ☐ Male ☐ Female ☐ Non-Binary

Home Address: _____ **Apt:** _____ **City:** _____ **State:** _____ **Zip:** _____

School Year 2019-2020 School Name: _____ City: _____ State: _____

School Year 2018-2019 School Name: _____ City: _____ State: _____

Grade Level for 2020-2021: *check only one* ☐ 6th Grade ☐ 7th Grade ☐ 8th Grade

Race: *check all that apply* ☐ American Indian/Alaska Native ☐ Asian ☐ Ntv Hawaiian/Pac Islr
☐ Biracial ☐ Black/African Am. ☐ White

Parent/Guardian/Custodian/Caregiver

Caregiver #1

First Name: _____ **Last Name:** _____ **Relationship to Student:** _____

Email: _____ **Cell #:** _____ **Work #:** _____

Address: _____ **Apt:** _____ **City:** _____ **Zip:** _____

Job Title: _____ **Place of Employment:** _____

Caregiver #2

First Name: _____ **Last Name:** _____ **Relationship to Student:** _____

Email: _____ **Cell #:** _____ **Work #:** _____

Address: _____ **Apt:** _____ **City:** _____ **Zip:** _____

Job Title: _____ **Place of Employment:** _____

Home Language

What is the primary language spoken in the home? ☐ English ☐ Spanish ☐ Arabic ☐ Chinese
☐ French ☐ Vietnamese ☐ Other, _____ (please specify language)

For newsletters and information coming from the school, do you prefer a different language other than English?
☐ No ☐ Yes, _____ (please specify preferred language)

Physical/Mental/Emotional Health Conditions

Does the student have the following? *Check all that apply*

____ 504 Plan ____ Required Medication ____ IEP for Special Education Services

____ Allergies ____ Dietary Restrictions ____ Other Health Conditions

IEP Questions *(please answer if child has an IEP; if not, leave blank)*

What school district completed the IEP? _____

Do you have a copy of the IEP? ____ Yes ____ No

Can you provide a copy of the IEP to FLA? ____ Yes ____ Yes, by this date: _____ ____ No

When was the child's last IEP appointment? _____ I don't know

Do you have information for someone to contact in regards to this child's IEP? ____ No ____ Yes (specify below)

Email for IEP contact: _____

Phone # for IEP contact: _____

***If the child has an IEP, it's important for FLA to get a copy of it. To make sure that we provide the necessary services for this child, please fill out the IEP Release Authorization Form attached to this packet. Thank you!**

Physical/Mental/Emotional Health Specifications & Descriptions

Please tell us more about your child's health conditions. The more information we know, the better able we are to help.

Support for Child

Who does this child identify as a support person in their lives? (Family, Friend, DHHS, Private Agency, Etc.)

Support Person #1

Name: _____

Phone #: _____

Email: _____

Relationship to Student: _____

Support Person #2

Name: _____

Phone #: _____

Email: _____

Relationship to Student: _____

Emergency Contacts: Who has permission to pick up the student from school?*Emergency Contact #1***First Name:** _____ **Last Name:** _____ **Relationship to Student:** _____**Email:** _____ **Cell #:** _____ **Work #:** _____**Address:** _____ **Apt:** _____ **City:** _____ **Zip:** _____**Job Title:** _____ **Place of Employment:** _____*Emergency Contact #2***First Name:** _____ **Last Name:** _____ **Relationship to Student:** _____**Email:** _____ **Cell #:** _____ **Work #:** _____**Address:** _____ **Apt:** _____ **City:** _____ **Zip:** _____**Job Title:** _____ **Place of Employment:** _____**Learning Style****Please describe this child's learning style.** __________
_____**FLA is a school focused on redirect and de-escalation techniques when children are upset. What are some ways that work best for this child in coping with distress?** __________
_____**Additional Comments****Why are you choosing to enroll this child at FLA?** __________
_____**Please list any additional information that would be helpful for us to know.** __________
_____**Certification of Person Enrolling Student**

I confirm all of the information provided above is correct to the best of my knowledge. I understand that Fostering Leadership Academy will keep this information confidential and will use it for FLA business only.

Print Name: _____ **Signature:** _____ **Date:** _____



IEP Release Authorization Form

Student Name: _____ Date of Birth: _____

Previous Grade Level (2019-2020 Academic School Year): _____

Name of School to Release Information: _____

School Address: _____ School Phone Number: _____

Please send all IEP's and IEP Release Authorization Forms to:

**Fostering Leadership Academy
Attn: Abby Stewart, Principal
26645 W. 6 Mile Rd.
Redford, MI 48240**

Name of Parent/Guardian Giving Consent: _____

Relationship to Student: _____ Phone Number: _____

Email Address: _____

Consent Statement

I, _____ (*parent/guardian name*), give

_____ (*school releasing IEP*) consent to send all IEP

information to Fostering Leadership Academy. I understand that this information will be kept

confidential and used solely for the purpose of providing the necessary services to

_____ (*child's name*).

Parent/Guardian Signature: _____ **Date:** _____



Enrollment Policy

Fostering Leadership Academy

2020-2021 School Year

Start Date

Enrollment at Fostering Leadership Academy will begin on May 4, 2020.

Tuition

FLA does not charge tuition.

Non-Discrimination Policy

FLA does not discriminate in its admission policies or practices based on athletic or intellectual abilities, disability, measures of achievement or aptitude, homeless status, status as a handicap person, English proficiency, creed, race, sex, color, religion, national-origin or any other basis that would be illegal for an existing school district. However, FLA reserves the right to limit admission to pupils who are entering grades 6th, 7th, and 8th.

Michigan Residency

Except for foreign exchange students, all students enrolled at FLA must be residents of the state of Michigan.

Enrollment

Enrollment is open to all pupils in the state of Michigan who meet the admission policy standards. FLA will enroll a maximum of 50 students for the 2020-2021 school year with a goal of an equally distributed population in each of the grades: 6th, 7th, and 8th. Enrollment will be conducted on a first come, first served basis. If there are more applicants to enroll at FLA than there are spaces available, a random selection lottery procedure will be used. Any student who was enrolled in FLA in the immediately preceding school year shall be allowed to enroll in the appropriate grade at FLA unless the appropriate grade is not offered. Students who are re-enrolling must fill out an intent to re-enroll form by the end of the school year for enrollment in the following year. Enrollment Packets will be accepted on a year-round basis. FLA will continue enrolling students until all seats are filled. A waitlist will be used after all seats are filled.

Class Size and Offered Seats

Class sizes and offered seats will be recommended by FLA and submitted each year to the school board of directors for approval. The number of classrooms may fluctuate based on the number and grade level of the students enrolled.

Random Selection/Lottery Procedure

If more students attempt to enroll at FLA than there are spaces available, a random selection lottery procedure will be used. In this procedure, each student attempting to enroll for those few spots will be assigned a number. Their numbers will be written on ping pong balls and placed in a bag. Numbers will be picked from the bag to fill the remaining spots and begin a waitlist. If a student is selected who has siblings who are also applying for admission to FLA, the siblings will be accepted if there are seats available in their grade. If there are no seats available, they will be placed on the waiting list with sibling preference. The person who chooses the numbers will not be related to any student, staff member, anyone applying to the school, or any FLA employee. An accurate record of the enrollment lottery will be kept by one person taking detailed minutes and one person recording the numbers. If the amount of enrollment packets received is fewer than the offered seats in each and every grade level, all eligible applicants will be accepted and there will be no random selection process conducted.

Waitlist

After all spaces are filled, FLA will place the rest of the students from the lottery procedure on the waitlist. The waitlist will continue for students who submit enrollment applications after the spots are filled. The waitlist will be cleared each year. For example, there will be a waitlist for 2020, a waitlist for 2021, and each year thereafter. In order to be placed on the waitlist for that year, an Enrollment Packet must be filled out for that year. Parents/guardians/caregivers will be aware of their position on the waitlist. FLA will communicate this to parents/guardians/caregivers through email and/or formal written letters. If a waitlist does not exist for a particular grade, but it exists for another grade, the school may (subject to enrollment limits and board approved offered seats) fill the seat available using the first student on the waiting list in a different grade. That student will be placed in a grade deemed most beneficial to the student and school considering class size, teacher capacity, and other school operational and management factors. All applicants on the waitlist must resubmit an application for the following school year during the re-enrollment process. FLA will contact parties on the waitlist to see if they are interested once a spot opens up, and they will be responsible for filling out another Enrollment Packet.

Accepting/Declining Offers

FLA will provide offers of enrollment to parents in writing, and parents will be required to accept or decline that offer in writing. A time frame of one month will be given to accept or decline the offer in writing. If the offer is declined, that spot may be given to another student who enrolls or is on the waitlist for enrollment at FLA.

Priority

FLA reserves the right to give enrollment priority to one or more of the following:

- a. A sibling of a student already enrolled at FLA.
 - i. This includes half siblings who share a single parent, step siblings who share a parent or parents by marriage, and children who share a parent or parents through guardianship or adoption.
- b. A sibling of someone selected in the random selection lottery procedure.
- c. A child of a FLA employee.
- d. A child of someone who is on the board of directors for FLA.

“Child” includes an adopted child or a legal ward.

If a student selected for a grade level with open seats has a sibling in a grade that does not have open seats, the student will be accepted in his/her grade level, and the sibling will be placed on the waitlist. So while sibling preference is given, it is not guaranteed.

Enrollment Procedures:

1. Obtain the Enrollment Packet one of two ways:
 - a. Download the Enrollment Packet from our website:
www.fosteringleadershipacademy.org.
 - b. Pick up the Enrollment Packet from our Administration Building:
26645 W. 6 Mile Rd.
Redford, MI 48240
2. You can return the packet by:
 - a. Scanning and emailing the completed Enrollment Packet to
fosteringleadership@mchsmi.org. You will receive a confirmation email in reply, confirming that your packet was received.
 - b. Mailing the Enrollment Packet to:
Fostering Leadership Academy
Attn: Abby Stewart
26645 W 6 Mile Rd.
Redford, MI 48240

The first person listed as an Emergency Contact will receive a confirmation phone call and email, confirming that FLA received the Enrollment Packet by mail. If the Enrollment Packet is mailed in, one week has gone by, and no confirmation email or phone call is received, please contact fosteringleadership@mchsmi.org.

- c. Drop off the completed Enrollment Packet to the Administration Building:

Fostering Leadership Academy

Attn: Abby Stewart

26645 W. 6 Mile Rd.

Redford, MI 48240

3. You can also email fosteringleadership@mchsmi.org to request a packet. You will be sent an Enrollment Packet and Enrollment Checklist.

First Day Attendance

Prior to the first day of school, FLA will send postcards to inform parents/guardians/caregivers that the student must be present on the first day of school. If the student does not show up on the first day, and there is no call to request an excused absence by the end of the day, the student could forfeit his/her registered status in the school and not be enrolled. The school may attempt to call all students who are not present on the first day to see if he/she is still interested in enrolling at FLA.

Standby Opportunity Plan

The Standby Opportunity Plan (SOP) is a procedure where FLA may enroll new students on the first day of school, depending on the result of students present on the first day in each grade. With this procedure, FLA will send all applicants on the waitlist a registration card prior to the first day of school. The person on the waitlist must return the card to FLA by 1:00pm on the first day of school to be reconsidered for enrollment, providing phone numbers where the application can be reached. If a seat becomes available, FLA will attempt to reach the parent/guardian/caregiver listed on the card, and they may be offered a seat. If a student participates in the SOP, and a seat is not available, they may receive a higher priority on the waitlist than those who did not participate.

All FLA Enrollment Policies and procedures are based on Michigan Legislature. For more information, please refer to Section 380.504 of The Revised School Code (Excerpt) Act 451 of 1976.



2020-2021 School Calendar

	Dates	Days
Teacher Professional Days and Work Days	Aug. 24 – Aug. 28	Mon. – Fri.
First Day of Class – Full Day	Aug. 31	Mon.
Labor Day Recess Begins – Half Day	Sept. 4	Fri.
Classes Resume	Sept. 8	Tues.
Parent/Teacher Conferences – Half Days	Oct. 21 & Oct. 23	Wed. & Fri.
End of Card Marking 1	Nov. 6	Fri.
Teacher Professional Day – No School	Nov. 9	Mon.
Thanksgiving Recess – No School	Nov. 26 & Nov. 27	Thurs. & Fri.
Winter Recess Begins – End of the Day	Dec. 18	Fri.
Class Resume	Jan. 4	Mon.
MLK Day – No School	Jan. 18	Mon.
End of Semester/Card Marking 2	Jan. 22.	Fri.
President’s Day – Mid-Winter Recess	Feb. 15 & Feb. 16	Mon. & Tues.
Classes Resume	Feb. 17	Wed.
Parent/Teacher Conferences – Half Days	Mar. 10 & Mar. 12	Wed. & Fri.
End of Card Marking 3	Apr. 2	Fri.
Spring Break Begins – End of the Day	Apr. 2	Fri.
Classes Resume	Apr. 12	Mon.
Parent/Teacher Conferences – Half Days	May 5 & May 7	Wed. & Fri.
Memorial Day Recess – No School	May 24	Mon.
End of Semester/Card Marking 4 // Last Day of Classes – Half Day	June 17	Thur.
Teacher Work	June 18	Fri.