

FAQ - Frequently Asked Questions

Enrollment

Q. How do I enroll my student at Swartz Creek Community Schools?

A. Swartz Creek Community Schools has a centralized student registration process. Registration is held at the Administration Building located at 8354 Cappy Lane. The Registrar is available from 8:00-1:00 and 2:00 -3:30 p.m. . If you are unable to register during normal hours please contact the Office of Instruction/Pupil Services for an appointment. Enrollment must be completed in person by a parent or legal guardian.

Once the registration process is completed your student will be placed in a classroom. Placement can take up to 24 hours from the time of registration. Information must be on file before a student will be allowed to start school.

If you have any questions regarding your student's enrollment please contact the Office of Instruction/Pupil Services 810-591-2385.

Q. What documentation is needed for enrollment?

- A.
- Registration Packet (found online or available at the Administration Building)
 - Original Birth Certificate
 - Official Immunization Record
 - Student's Social Security Card or last four digits (not mandatory)
 - Vision Test (Kindergarten Only)
 - Current High School Transcript and Exit Grades (High School)
 - Current IEP (If student was receiving services at last school)
 - Guardianship papers (If applicable)
 - Parent/Guardian's Drivers' License of Michigan I.D. with the current address
 - One Current Proof of Residency-
 - Lease
 - Mortgage Statement
 - Consumer's Bill
 - Utility Bill
 - Property Tax Bill

Q. What age can a student be enrolled?

A. Students must be at least five years old, and less than twenty years old, on or before December 1st of the year of enrollment.

Q. What is a "certified" birth certificate?

A. A "certified" birth certificate has a raised seal and must be obtained through city or county office.

Q. Why do I need to have the “certified” birth certificate to enroll my student?

A. The Missing Children’s Act requires that the parents(s) or legal guardian provide a certified copy of the pupil’s birth certificate. “Provide” simply means that the parent show the certified copy of the pupil’s birth certificate to the administrator who is completing the enrollment procedure.

The district will make a copy of the birth certificate at the time of enrollment and give the certified birth certificate back to the parent(s) or legal guardian. This copy will be stored in the student record.

Q. I do not have a certified copy of my students’ birth certificate. Where can I obtain that information?

A. Copies may be obtained through the city or county of birth. Birth certificates from the state of Michigan may be requested online, www.michigan.gov/mdch .

Residency

Q. Why do I need proof of residency to enroll my student?

A. It is a district’s responsibility to determine if a pupil is a resident of the district or meets specific criteria that would allow a nonresident pupil to be counted as a resident of the district for pupil membership purposes. Swartz Creek requires two proofs of residency when a new student enrolls in the district. One proof will be parent or legal guardian’s drivers license or Michigan ID with the current address. The second proof of residency could be one of the following:

- Rent receipt
- Mortgage payment receipt
- Utility bill (water, heat, electricity)
- Property tax bill

The district can not use cell phone bills or vehicle information as proof of residency.

Q. I am living with a friend or relative and unable to provide proof of residency for enrollment. What information can I provide?

A. If your family is living with a friend or relative you must have your drivers license or Michigan ID with the current address and complete a Shared Residency Affidavit. This form can be obtained from the Office of Instruction/Pupil Services and will need to be notarized.

The person you are living with must provide the second proof of residency at the time of enrollment. Shared Residency Affidavit’s are only good for the current school year and must be renewed before a student can return to school for the upcoming school year.

Q. I am currently divorced and living in another district but my ex-spouse (mother or father of student) lives in the Swartz Creek Community School district. Can my child attend Swartz Creek schools without a release from my resident district?

A. Per the Michigan Department of Education Pupil Accounting Manual, section 4 "If the pupil's parents reside separately in different districts, either district may enroll the pupil as a resident regardless of which parent has custody. "
The address of record will be that of the custodial parent.

Q. Is Swartz Creek a School of Choice district?

A. Yes. Please refer to NON-RESIDENT for more information.

Moving within the district

Q. My student attends Swartz Creek Community schools and I have currently moved into a new home within the district. What do I need to do to update my students' record?

A. You must change your address with your child's school office. Please submit a copy of the appropriate proof of residency. You will need to send a copy of your drivers license or Michigan ID with the new address and the second proof of residency. The second proof of residency would be a copy of one of the following:

Rent receipt
Mortgage payment receipt
Utility bill (water, heat, electricity)
Property tax bill

The district can not use cell phone bills or vehicle information as proof of residency.

Q. May my child continue attending the elementary building they do now even after we move within the district?

A. Yes. You will need to provide transportation and complete an Indistrict Elementary Choice form. This form can be obtained at your students' elementary office. For more information regarding Indistrict Elementary Choice please see below.

Indistrict Elementary Schools of Choice

Q. I am a resident of the Swartz Creek district and live in the Morrish Elementary area but my child needs to attend Elms Road Elementary for daycare purposes. Can my elementary student attend a building outside of my attendance area within the district?

A. Swartz Creek Community Schools offers an indistrict Elementary Schools of Choice program. This program is available to resident students only. Applications are available May through August 1 for the following school year and can be obtained at the local elementary buildings. Parents wishing to enroll their elementary child in a non-home school must apply for that option during the application timeline. Students selected through the Elementary Choice Program will be placed for a minimum of one school year. Students are placed in optional schools based on available classroom space. The Assistant Superintendent of Instruction will determine placement and availability. Transportation is not available for Elementary Choice and is the responsibility of the parent or guardian.

Q. My student is a new indistrict Elementary Schools of Choice student. What do I need to do for the following school year?

A. Once your student has been accepted into the indistrict Elementary Schools of Choice program you do not need to reapply. In February, you will receive an Automatic Placement Form. Complete the form and return to the Office of Instruction/Pupil Services. Your student will continue in the Elementary Schools of Choice program unless you decide to place your student back to your home school building.

Non-resident Students

Q. I live in Carman but would like to have my student attend Swartz Creek Community Schools. What is the process?

A. Swartz Creek Community Schools participates in the GISD Collaborative Schools of Choice Program. The GISD Collaborative Schools of Choice Program offers Genesee County parents and students the opportunity to enroll in a school outside their resident district. You will need to contact your resident district for an application and brochure that will explain the program and requirements. Applications become available in May.

Q. I missed the GISD Collaborative Schools of Choice Program deadline. Can I still have my non-resident student enroll at Swartz Creek?

A. If you have missed the deadline for Schools of Choice you would need to speak to your resident district regarding a release. You would also need to contact the Office of Instruction/Pupil Services for further information.

Q. I live outside the Genesee County area but would like my student to attend Swartz Creek schools. What do I need to do?

A. You need to contact your resident district to see if they will release your student and complete a ***Non-resident Application*** at Swartz Creek Community Schools. Once documentation is on file, the Assistant Superintendent will review your student's information and determine if space is available.

Q. Does my resident district have to release me?

A. No. It is the resident districts decision whether to release a student. Just like it is Swartz Creek Community Schools decision to accept a non-resident student.

Q. What information will be reviewed in determining whether my student will be accepted as a non-resident student at Swartz Creek Community Schools?

A. Once Swartz Creek receives your resident district's release letter and you have completed a Swartz Creek non-resident application, we will review your students past grades, attendance and discipline records. We will also determine if space is available to accept a non-resident student. The final decision will be made by the Assistant Superintendent of Instruction. You will be notified by mail of the final decision. If you are accepted as a non-resident student, transportation is the responsibility of the parent or guardian.

Q. I have been accepted as a non-resident student to Swartz Creek Community Schools. What building will my elementary student attend?

A. Your student will be placed where space is available.

Q. I was living in the district when school started but have now moved into another district. What should I do?

A. You would need to contact your child's school office and update your address for mailings. You will also need to contact the Office of Instruction/Pupil Services so we can assist you in completing the needed documentation as a non-resident student.

Kindergarten Registration

Q. My child is five years old and will be starting Kindergarten this fall. When and where should I register my child?

A. Upcoming Kindergarten registration information can be located on the district website at www.swartzcreek.org. Parents or guardian will need to bring the following documentation at the time of registration:

Drivers license or Michigan ID with the current address
Child's legal birth certificate
Proof of immunizations
Vision test
Child's social security number
Proof of residency (one of the following: Rent receipt, Mortgage payment receipt
Utility bill or Property tax bill).

At the time of registration you will then sign up for Roundup.

Q. What is Kindergarten Roundup?

A. At Kindergarten Roundup teachers will work with small groups of students for an hour. Students will be given a series of assessment tests to determine a recommendation for program placement in the fall. While the students are working with teachers, parents will be receiving information about Kindergarten programs. Once teachers have completed the testing parents will then receive the recommendation for placement. The final decision of placement will be that of the parents or guardian.

Q. We missed the early Kindergarten Registration will there be another registration scheduled?

A. You may register at the Swartz Creek Administration building between the hours of 8:00 a.m. – 3:00 p.m.

Release from Swartz Creek Community Schools

Q. I live in the Swartz Creek Community School district but would like my child to attend another district within the Genesee County area. What do I need to do?

A. Swartz Creek Community Schools participates in the GISD Collaborative Schools of Choice Program. The GISD Collaborative Schools of Choice Program offers Genesee County parents and students the opportunity to enroll in a school outside their resident district. The application process for GISD Collaborative Schools of Choice opens the first week in **May and closes the end of May**. You must complete an application at Swartz Creek. GISD collaborative Schools of Choice applications are available at the Swartz Creek Administration building.

Q. I live in the Swartz Creek Community School district but would like my child to attend a district outside the Genesee County area. What do I need to do?

A. You would need to contact the district that you wish to attend to see if they would accept your child. Swartz Creek Community Schools has an application for a release that would need to be completed before a final decision would be made. The final decision will be made by the Assistant Superintendent of Instruction and you would be notified by mail of that decision. Applications for release can be picked up at the Swartz Creek Community Schools Administration building located at 8354 Cappy Lane. Applications for release are only good for the current school year and must be renewed annually.