



**Richard M. Machesky, Ed.D.**  
 Superintendent of Schools  
 Troy School District

Administration Building  
 4400 Livernois  
 Troy, Michigan 48098-4777  
 248.823.4000

**Kris Griffor**  
 Assistant Superintendent  
 Elementary Instruction

**PLEASE READ Carefully**

March 2019

Dear Parents of Current Troy School District "Schools of Choice" Student(s),

We are pleased to inform you that the Troy School District's Board of Education has voted to continue to operate as a Limited Schools of Choice District for the 2019-20 school year. We will accept a "limited" number of incoming Kindergarten and First Grade students, as well as, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. If you have a current Schools of Choice student, and another child in your family meets this criterion, they will be eligible to submit a "Sibling Preference Application."

**PLEASE NOTE: Complete and submit the attached "Sibling Preference" Application in person to our office (Troy School District – Administrative Building – 4400 Livernois, Troy, Michigan), between Monday March 4, and Monday, March 18, 2019 by 4:00 PM (faxed and emailed applications will not be accepted).**

Once your Schools of Choice "Sibling Preference" Application has been submitted to our office, we encourage you to begin the enrollment process. Enrollment for your Sibling Preference Students must be completed through the **2019-20 Schools of Choice Link on the "New Enrollment Page."** Once the on-line portion is completed, please carefully review the **ENROLLMENT REQUIREMENTS** and bring the appropriate documentation to Central Enrollment per the following schedule (it is imperative that ALL documentation be presented at time of enrollment):

ENROLLMENT DEADLINES for incoming "SIBLING PREFERENCE" STUDENTS:		Central Enrollment hours are Monday through Thursday 9-11:00 AM and 1-3:00 PM
Kindergarten	<b>Wednesday, April 24, 2019 by 3PM</b>	<b>Special Enrollment Hours</b> have been extended for Schools of Choice "Sibling Preference" students:  Monday, March 25 8-11:00 AM and 1-6:00 PM  Tuesday, March 26 8-11:00 AM and 1-6:00 PM
1 <sup>st</sup> Grade		
6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade		

(If students are not enrolled by the date(s) above, we will assume that the Sibling Preference Application for Schools of Choice has been withdrawn and you will no longer qualify under Sibling Preference status.)

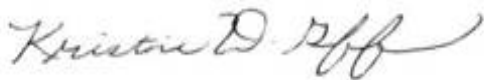
If your "Sibling Preference" Application/Enrollment is for Kindergarten placement, and you have a current Schools of Choice student that will be in Grade 1-5 for the 2019-20 school year, your incoming Kindergarten student will be placed at the same elementary building as the "attending" sibling. If you do not have a Schools of Choice student attending an

elementary at the time when the “Sibling Preference” will be entering, your student will be placed based on building availability.

If you have questions or concerns, please contact one of our Central Enrollment staff members:  
Rose Candela 248.823.4002 or Laura Duzey 248.823.4004.

We look forward to being a part of your family’s continued educational journey in the Troy School District.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kris Griffor".

Kris Griffor  
Assistant Superintendent/Elementary Instruction



4400 Livernois  
Troy, MI 48098-4777  
248-823-4000

2019-2020 School Year  
**SCHOOLS OF CHOICE**  
**Sibling Preference Application**

*\*FAXED AND EMAILED APPLICATIONS WILL NOT BE ACCEPTED\**  
APPLICATION DEADLINE: *Monday, March 18, 2019 by 4:00 PM*

PLEASE CHECK GRADE LEVEL  
YOU ARE APPLYING FOR:

- Kindergarten
- 1<sup>st</sup> Grade
- Middle School (6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>)

(Please print all information clearly)

Name of Incoming Student: \_\_\_\_\_  
*Last* *First* *Middle*

Male  Female Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Current Grade: \_\_\_\_\_ Grade in August 2019: \_\_\_\_\_  
*Month* *Day* *Year*

School that Incoming Student currently attends: \_\_\_\_\_

Address of current School: \_\_\_\_\_ School District of Current School: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
*Last* *First* *Middle*

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Public School District: \_\_\_\_\_ County: \_\_\_\_\_  
*(Assigned to Primary Residence)* *(Assigned to Public School District)*

County of Primary Residence: \_\_\_\_\_ Email Address: \_\_\_\_\_

*(ex: You live in Troy, your Primary Residence is in Oakland County, but your Public School District may be Warren Consolidated which is Macomb County)*

Home Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

**Current Schools of Choice student(s) attending the Troy School District, grade level and school/building:**

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School/Building Currently Attending: \_\_\_\_\_

**THE FOLLOWING SECTION MUST BE COMPLETED: (Your Application Will Not Be Accepted Unless This Section Is Completed)**

• Has the incoming student been suspended or expelled from school?  Yes  No  
If yes, give detail below (If additional space is needed for explanation, please attach additional page).  
Date: \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Does the student currently receive services through IEP, Speech, OT, PT, etc.?  Yes  No  
If yes, please describe type of service.  
\_\_\_\_\_

**\*PLEASE REFER TO ITEM #4 ON THE "APPLICATION PROCEDURE"**

*By signing below, I certify all of the information provided above to be true, and I acknowledge and accept the policies and stipulations of the Troy School District's Schools of Choice program. I understand untrue or incomplete information will disqualify and remove the applicant from the Troy School District's program. I give permission to the Troy School District to contact my student's previous school regarding their disciplinary record.*

Parent/Guardian Name \_\_\_\_\_  
*(Please print)*

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

**RETURN THIS FORM TO:** Troy School District, Laura Duzey / Rose Candela, 4400 Livernois, Troy, MI 48098 (Attn: SOC)

**OFFICE USE ONLY:**

Approve  Denied Building Placement: \_\_\_\_\_

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

Assistant Superintendent, Elementary Instruction/Deputy Superintendent, Teaching and Learning or His/Her Designee

# 2019-2020 SCHOOL YEAR - SCHOOLS OF CHOICE

## Sibling Preference Application Information

### APPLICATION PROCEDURE:

1. Upon receipt of this application, your child is assigned to the school path that his/her sibling(s) currently attends if the current student is in Grade K-4. If the current student is in Grade 5, your student may be placed in an elementary building based on elementary attendance area projections.
2. Middle School students will be assigned a building and a building path.

3.

ENROLLMENT DEADLINES for incoming SOC "SIBLING PREFERENCE" STUDENTS:		Central Enrollment daily hours are: Monday through Thursday 9-11:00 AM and 1-3:00 PM	
Kindergarten	<b>Wednesday, April 24, 2019 by 3:00 PM</b>	<b>Special Enrollment Hours have been extended for Schools of Choice "Sibling Preference" students:</b>	
1 <sup>st</sup> Grade		Monday, March 25 8-11:00 AM and 1-6:00 PM	
6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade		Tuesday, March 26 8-11:00 AM and 1-6:00 PM	

***If students are not enrolled by the date(s) above, we will assume that the Sibling Preference Application for Schools of Choice has been withdrawn and you will no longer qualify under sibling preference status.***

4. A. If your child is **currently** eligible for special education services and you reside **outside of Oakland County**, please be aware that the Troy School District is required to secure a *Cooperative Agreement* with your Resident District regarding reimbursement for special education costs before we can enroll your child with Troy Schools.
- B. If you reside **outside of Oakland County**, and your child becomes eligible for special education services **after** admission to the Troy School District, the district is required to obtain a *Cooperative Agreement* with your Resident District regarding reimbursement for special education costs in order for your child to remain with Troy Schools.
5. When the application is completed it must be received at the Administrative Building, 4400 Livernois, Troy, MI 48098 on or before Monday, March 18, 2019, by 4 PM. **Faxed and emailed applications will NOT be accepted.**

### ATTENDANCE

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

### CODE OF CONDUCT

All *Student Code of Conduct* rules, procedures, and policies will apply to all students who enter Troy Schools under the Schools of Choice guidelines and procedures.

### REDISTRICTING

If the need arises to change the boundaries of any school for the purpose of redistricting students, those students who enrolled as Schools of Choice students could be asked to transfer to another school within the Troy School District.

### TRANSPORTATION

Parents of Schools of Choice students are expected to provide transportation to and from school and are **NOT** eligible for TSD transportation services. **NO EXCEPTIONS**

### PLEASE NOTE

You are responsible for notifying the Troy School District of any future siblings who qualify to enroll under Schools of Choice guidelines during the application period.

### QUESTIONS

Please contact the Troy School District, Laura Duzey (248) 823-4004 or Rose Candela (248) 823-4002, if you have any questions regarding this program.

***Once enrolled, students may remain in Troy Schools until graduation if the student complies with all guidelines for Schools of Choice, follows the Troy School District Code of Conduct and enrollment with the district is not broken. The only exception is cited in 4A & 4B above.***