



# Michigan Online School

## Admissions Policy and Criteria

### **Admission Policies and Criteria**

The Michigan Online School (MOS) serves full-time students in grades 6-12 who meet the requirements of this Policy and who are residents of the state of Michigan or are foreign exchange students.

MOS does not charge tuition and does not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a student with a disability, or any other basis that would be illegal if used by a school district.

### **Admissions Process**

Information sessions about MOS and its programs will be advertised in local media. Information sessions will be held via web sessions.

Information about applying to the MOS program, including all enrollment documentation will be provided on the MOS website, [www.michiganonlineschool.com](http://www.michiganonlineschool.com).

Enrollment information may be completed on-line by the parent/guardian or eligible student.

#### *Determination of Eligibility*

The following must be submitted in order to determine eligibility for enrollment:

1. Proof of residency
2. A certified copy of or original birth certificate or other acceptable form of student identification
3. Immunization record signed by a physician or proper documentation for students with religious, medical or other conditions exempting the student from this requirement.
4. Health appraisal and vision screening, as applicable.
5. Release of records form in order to request records from the previous school district if applicable.
6. Foreign exchange students who provide documentation of their status as a foreign exchange student may enroll.
7. Affirmation of discipline from the student's prior school, if applicable.
8. Transcript for high school students

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9. Current Individualized Education Plan (IEP) and Multidisciplinary Team Report (MET) if applicable.
10. Current 504 if applicable.

Note that:

**To be deemed a compliant enrollment file, and therefore eligible for processing through the MOS enrollment procedure described below, documentation must be on file with the Registration Team Member of MOS. The parent/guardian or eligible student must have had the opportunity for an online orientation and agreed to the Parent/Student Expectations Agreement with the Registration Team Member by the date established by MOS or its enrollment/admissions designee.**

MOS designates the Superintendent as the enrollment/admissions designee for purposes of executing this policy. The enrollment/admissions designee may be reached at 317-376-3673.

MOS will **consider** enrolling students who have been expelled from a previous school and who are under a current term of expulsion. A letter of the term of expulsion must be provided from the expelling educational institution at the onset of the application process. MOS reserves the right to refuse enrollment to a student whose reason/s for expulsion from a previous institution could endanger MOS staff or students. Students who denied enrollment due to expulsion from a previous institution will be provided a letter as to the reason/s for denial.

#### *Enrollment Procedure*

All information sessions and publications regarding enrollment for the school may also be found on the school website.

1. MOS's maximum capacity for student enrollment in the 6-12 program is 1000 students.
2. To apply for enrollment in MOS during the open enrollment period, parents must complete the online application indicating the names, birthdates, and grades of all students they wish to enroll in the school for the following school year.
3. Applications will be reviewed for age eligibility. During the enrollment process, age eligibility will be verified by requiring a certified copy or original of the student's birth certificate before a student's enrollment is complete. Students who were enrolled at MOS in the prior school year shall be admitted and approved.

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4. Enrollment confirmation will be e-mailed to the student or his/her parent/guardian, as appropriate. Enrollment confirmations will contain directions on completing the enrollment process, including a

deadline for submitting completed enrollment packets. A student whose enrollment packet is not completed by the stated deadline will forfeit his/her seat in the school. An enrollment packet is complete when all required documents have been submitted.

5. Any enrollment application completed after the enrollment cap is reached will be waitlisted until a seat opens. Position on the waitlist will be determined by date/time stamp of a fully completed and approved application package.
6. Any application for enrollment received after the open-enrollment deadline shall not be accepted.

### **APPEALS PROCESS**

Students who are not enrolled at MOS and have submitted an application may appeal to the Board of Directors of MOS. The Board shall determine whether the enrollment procedures set forth in this Policy have been followed. If the procedures have been followed, the enrollment determination shall stand. If they have not been followed, the Board will consult with relevant parties to ascertain an applicable remedy.

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