



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.

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. Release of records form in order to request records from the previous school district if applicable.
5. Foreign exchange students who provide documentation of their status as a foreign exchange student may enroll.
6. Affirmation of discipline from the student's prior school, if applicable.
7. 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 Enrollment Team. .

MOS designates the Superintendent as the enrollment/admissions designee for purposes of executing this policy. The enrollment/admissions designee may be reached at 269-216-6972 x 11111.

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. The process for enrolling as a currently expelled student will follow Michigan Online School's Code of Student Conduct Policy. 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 1500 students. The state of Michigan requires that no more than 2% of students statewide are enrolled in online schools.
2. To apply for enrollment in MOS, 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 automatically.

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4. An enrollment packet is complete when all required documents have been submitted and verified

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.

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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