

## **SCHOOL OF CHOICE**

### **Frequently Asked Questions**

#### **Holt Public Schools**

[www.hpsk12.net](http://www.hpsk12.net)

Questions may be sent to: **enrollment@hpsk12.net**

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#### **How will I know if School of Choice (SoC) applications are available?**

- Monitor the Holt Public Schools district website for information and announcements.

#### **When does the SoC application need to be returned?**

- Specific instructions are included on the application with dates for returning applications along with disciplinary reports.

#### **Are discipline reports required?**

- Yes, discipline reports signed by the previous school are required and must be returned *with* the SoC application.
- This report should be completed by the principal or administrator at the student's current school.
- Kindergarten students are exempt from this requirement.

#### **If my student has discipline on their record, what will happen?**

- Discipline information from the past **two academic years** will be reviewed during the application process.

#### **What information should I provide on the application?**

- All fields must be completed.
- All pages of the application must be signed.
- Applications missing the required signatures will not be considered for placement.

#### **May I turn in an application without the discipline report?**

- No. Applications submitted without the required discipline report will not be accepted or considered.

### **How will I know if I have been accepted for SoC?**

- Accepted applicants will receive a **letter of acceptance notification**, which will include enrollment instructions.

### **May I choose the school I would like my student to attend?**

- You may request and prioritize buildings.
- However, placements will be made based on **the available space** in the building and grade level requested.

### **May I enroll my student and then apply for SoC?**

- No. You must first receive a letter of acceptance notification.
- If enrollment is submitted before notification, it will be **discarded**.

### **Special Education, 504 Plans, and Specialized Medical Needs**

- For questions regarding these services, please contact the Student Services Department at **517-699-7953**.

### **How do I enroll my SoC student?**

- After receiving your acceptance letter, you will be given instructions for enrollment.
- The enrollment process is entirely **digital**.
- Visit [www.hpsk12.net](http://www.hpsk12.net) and click on the **Enrollment** tab.

### **What documents are required for enrollment?**

- Two different, current, and dated **proofs of residency**
- **Birth Certificate**, Passport, or other government-issued birth record
- **Immunization record** or approved Health Department **Waiver**
- **Photo ID** of the parent/guardian enrolling the student
- **Dental, Hearing, and Vision Screenings** (required for Kindergarten and 1st grade students)