

- ◇ All applicants are asked to fill out a "**Schools of Choice Application**". Please turn the completed form into the Registrar's Office in the Spitler Administration Building located at 1130 Howard Street, Petoskey, MI 49770. Forms must be received (not postmarked) by July 1st to be considered.
- ◇ Incomplete forms, including those lacking the resident superintendent's signature or missing physical address, may result in an application not being processed.
- ◇ Immediately after June 15th, Char-Em ISD will consolidate and publish all district openings, including Petoskey's, in local newspapers.
- ◇ Local districts, including Petoskey, accept applications for Open Enrollment Drawing until July 1st. Applications for this random draw close on July 1st.
- ◇ The Public Schools of Petoskey will accept applications for Schools of Choice after July 1st, but these are placed on a waiting list in the order they are received. The late applications are considered only after all applications received prior to July 1st are assigned.
- ◇ Between July 1st and July 6th, the District will conduct a drawing with applications received for grades/programs with more applicants than openings. The draw is continued until all names are drawn, with the excess applicants going on a waiting list in the order they are drawn.
- ◇ Immediately after the drawing, parents are notified that they may enroll their student(s). Parents must enroll their student no later than September 15th, or risk forfeiting the seat. The New Student Registration form is available on-line or at any District School Building.
- ◇ If parents fail to enroll or if openings occur subsequent to the draw, the Public Schools of Petoskey will go to the waiting list and notify parents in the order they appear on the list that they are eligible to enroll their student(s). The September 15th deadline will still apply for accepting enrollments.
- ◇ Students who are not enrolled by September 15th must wait until the next Schools of Choice application window, which usually starts again the following Spring.
- ◇ If you have any questions, please contact Nicole Morrow, district registrar at 231.348.2354 or Kent Cartwright, administrator for Schools of Choice at 231.348.2348 and they will be happy to assist you.