



# FERNDALE PUBLIC SCHOOLS

Enrollment & Pupil Services Office

Harding Administration Center

2920 Burdette • Ferndale, MI 48220 • 248/586-8686 • Fax 248/586-8698

## INFORMATION FOR MAGNET LOTTERY APPLICANTS

# WELCOME TO FERNDALE PUBLIC SCHOOLS!

### Lottery Application Deadline:

**Friday, February 27, 2009** by 4 pm in the Enrollment Office at  
Harding Administration Center, 2920 Burdette

**Lottery: Thursday, March 12** at 4 pm at Harding Administration Center

The following information is provided to help guide new families through the enrollment process. These guidelines are in accordance with the Magnet School Enrollment Guidelines for parents interested in participating in the Lottery.

- 1. TOURS OF ROOSEVELT & KENNEDY:** Your first step is to participate in tours of the programs offered at Roosevelt Primary School (248/ 548-1950) and John F. Kennedy School (248/547-0880). If you have not toured both schools yet, please contact the school offices for the tour schedule.
- 2. ENROLL:** Your second step is to enroll students in the Ferndale Schools prior to the Lottery date. When you complete this packet of information, your enrollment is complete (with the exception of updating your child's immunization records and your address (if you move before school starts). Your child will be officially enrolled in the Ferndale Public Schools after your residency is verified and you complete the enrollment packet provided by the Enrollment Office.
- 3. LOTTERY:** Once your enrollment process is complete, your child's name will be included in the March 2009 Magnet Program Lottery. You will be notified of the lottery results by mail approximately two weeks following the Lottery. The Lottery is a public meeting, and parents are welcome to attend.

## WHAT TO BRING WHEN YOU ENROLL

Final enrollment is complete when all the following documents have been provided:

- Original Birth Certificate with Seal or Valid Passport** (demonstrating parentage of custodial parent)
- Probate Court Guardianship Papers** (for Legal Guardians, demonstrating relationship to child)
- Immunization Records (up to date)** – Provided by a doctor or health department, including proof of Varicella (chicken pox) Your child's immunization records must be updated before school starts.
- Health Appraisal Form** – May be required for kindergarten, middle school and high school only.  
Your child cannot be enrolled without immunization records and proper documentation.
- Vision Screening (Kindergarten only)**
- Transcripts** – Transcripts & drop slip for grades 10-12/report cards for grades 1-9
- Special Education Documents - Current IEP/MET** for students receiving Special Education services
- Driver's License** (or State ID showing photo ID of parent/guardian name)

**Important! Continued on next side**

# RESIDENCY DOCUMENTATION AND VERIFICATION

- Residency Documentation and Verification** – These documents are described below. If you move to another address before school starts in Fall 2009, it is your responsibility to notify the Enrollment Office of your new address. If you move out of the district, you will not be able to participate in the Lottery until your child has been enrolled in a non-magnet Ferndale Schools program for one school year and you will forfeit your position in the Lottery for Fall 2009.

Every new student will have their address verified according to the street address map prior to enrolling. Please gather the documents you need and bring them with you when you come to enroll your child. Please call 248/586-8686 if you have any questions.

Residency is defined as a student who has one or both parents, or legal guardians who own or rent within the Ferndale Schools district. In-District Residency is defined as the City of Pleasant Ridge, and portions of the Cities of Ferndale, Oak Park, and the Charter Township of Royal Oak. A street address map is available in the Enrollment Office for residency verification.

**Standard Proof of Legal Residency** must include the following:

**Home Owner (one of the following):**

- Closing Statement
- Purchase Agreement
- Mortgage Payment Book
- Current Property Tax Bill

**Renter:**

- Current Signed Lease
- Landlord Affidavit (Form provided by the Enrollment Office as needed)

**Current Bills** for the residence covering a service period ending within 30 days of the enrollment date. These document that the parent/guardian is conducting the business of a resident at this address. Any **two of the following** showing parent/guardian name and address within the Ferndale District:

- Gas or Electric Bill
- Cable Bill
- Satellite TV Bill
- City Water/Sewage Bill
- Credit Card Bill
- Pay Stub with Address
- Official Government Business Mail