



## 2023 – 2024 Employee Non-Resident Guidelines

A non-resident student who is the child of a full-time or part-time L'Anse Creuse employee, including an adopted child or legal ward, is eligible to enroll in L'Anse Creuse Public Schools subject to the following:

1. The district has available classroom spaces as determined by the Superintendent or his/her designee.
2. Transportation is provided by the parent/legal guardian. **All students will need transportation no later than 15 minutes beyond the end of the school day.**

The district may refuse to admit a non-resident student if the student does not meet the same criteria that a student who is a resident must meet to be accepted for enrollment in a specialized or magnet program.

The district may refuse to enroll a non-resident student if the student has been suspended from another school within the preceding two years or if the student has ever been expelled from another school.

Enrollment requests will be honored on the basis of availability.

A student who is the child of a person whose employment has been discontinued with the district may finish the school year without payment of tuition or approval from his/her resident district if the parent/legal guardian discontinues employment with the district after the Fall pupil membership count day.

### **ITEMS TO BE SUBMITTED**

**All items that apply MUST be submitted with the application.  
(Incomplete applications will not be accepted)**

- Employee Non-Resident Application (separate application for each child)
- COMPLETED** Request for Discipline Records form signed by parent/guardian and **signed by current school administrator along with PowerSchool log entries (even if blank) or other print-out of student behavior.**
- Kindergarten students must complete Kindergarten Selection Form
- Child's most current IEP if your child is presently receiving any special services (i.e., special education, speech, etc)

**Applications may be submitted:**

**In-person appointment:** <https://www.lc-ps.org/our-district/schools-of-choice-applications/>

**Email:** [kovalsh@lc-ps.org](mailto:kovalsh@lc-ps.org)

Harry L. Wheeler Community Center & Administrative Offices  
Shannon Kovalcik/Student and Information Services  
24076 F.V. Pankow Blvd, Clinton Township MI 48036  
586.783.6300 ext. 1246



## 2023-2024 Employee Non-Resident Application Form

In order for your child to be considered for enrollment in the L'Anse Creuse Public Schools, a parent/guardian must be a full time or part time employee of the district. Please see the guidelines for additional details. Your request will be honored if space is available.

<b>1<sup>st</sup> Choice:</b>	:	<b>2<sup>nd</sup> Choice:</b>	:	
<b>S T U D E N T</b>	Current grade in School:	:	Grade for 2023-2024:	
	Student Last Name:	Student First Name:		
	Birth Date (mm/dd/yy):	Age:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	Is your child presently receiving any special services (i.e., special education, speech, etc.)? <b>If yes, we need a copy of current IEP.</b>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No      Services:			
	In Which School District Do You Reside?		Name of School You Would Be Attending in Home District?	
School District Attended In 2022-2023:				

<b>E M P L O Y E E</b>	Parent Last Name:		Parent First Name:		
	Address:		City:	Zip:	
	Employee's Work Location:		:	Employee's Relationship To Student:	
	Email Address:				
	Phone:		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Phone:	
			<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		

<b>OTHER CHILDREN:</b> Please list any siblings currently attending:		
Last Name:	First Name:	<u>Grade for 2023-2024</u>
		:
Last Name:	First Name:	<u>Grade for 2023-2024</u>
		:

### **PARENT/GUARDIAN IS RESPONSIBLE FOR TRANSPORTATION**

*I certify that the above information is accurate and complete to the best of my knowledge. Further, I understand that a student who is the child of a person whose employment has been discontinued with the district may finish the school year without payment of tuition or approval from his/her resident district if the parent/legal guardian discontinues employment with the district after the Fall pupil membership count day.*

<b>Signature of Parent/Guardian:</b>	Date:
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#### **Items to be submitted:** **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Completed Application       Most Current IEP (if applicable)       Kindergarten Selection Form (if applicable)
- Completed Request for Discipline Records signed by parent/guardian and signed by current school administrator along with PowerSchool log entries (even if blank) or other print-out of student behavior for previous 2 years.

**Applications may be submitted:**  
**In-person appointment:** <https://www.lc-ps.org/our-district/schools-of-choice-applications/>  
**Email:** [kovalsh@lc-ps.org](mailto:kovalsh@lc-ps.org)

Harry L. Wheeler Community Center & Administrative Offices  
 Shannon Kovalcik/Student and Information Services  
 24076 F.V. Pankow Blvd, Clinton Township MI 48036  
 586.783.6300 ext. 1246

**NOTICE OF NONDISCRIMINATION.** It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Human Resources, L'Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, and (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6300.



# Request for Discipline Records

for Schools of Choice Applicants

Student Last Name	Student First Name	Birth Date
Current School	Grade	School Phone Number
Address of Current School		School Fax Number

**PARENT/GUARDIAN:** Complete this form, sign and date, submit to your student's current school for review and signature. **The completed form is to be returned to L'Anse Creuse Public Schools WITH your application AND MUST INCLUDE THE DISCIPLINE PAGE FROM POWERSCHOOL (EVEN IF BLANK) or OTHER PRINT-OUT OF STUDENT BEHAVIOR.**

**CURRENT ADMINISTRATOR:** The student listed above is requesting to enroll in a L'Anse Creuse School. Please review this Request for Discipline below for accuracy. The completed form should be returned to parent, ***along with the page from PowerSchool showing "no log entries" or the listed discipline issue.***

<b>Discipline Record ~ A willful false statement on this affirmation will result in a possible removal from L'Anse Creuse Public Schools</b>	
Has the student had <u>any</u> in school or out of school suspension during the previous two years? <b>If the answer is yes, please attach documentation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has the student been suspended or expelled from any public or private school in Michigan or any other state, for an offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school sponsored activity, or on a public or private conveyance providing transportation to and from a school or school sponsored activity? <b>If the answer is yes, please attach documentation and/or explanation on separate sheet of paper</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Statement Concerning Off-Campus Misconduct and/or Conduct Resulting In Long Term Suspension or Expulsion in Other School Districts</b>	
Has the student been convicted of a crime, or are any felony charges pending against the student? <b>If the answer is yes, please attach documentation and/or explanation on separate sheet of paper</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has the student been expelled or received a long-term suspension (more than 10 days) from another school district? <b>If the answer is yes, please attach documentation and/or explanation on separate sheet of paper</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Has the student withdrawn from a school district in lieu of being charged with conduct which may have resulted in expulsion or long-term suspension? <b>If the answer is yes, please attach documentation and/or explanation on separate sheet of paper</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>VERIFICATION OF INFORMATION</b>	
<i>I verify the above information to be true and accurate. I request student discipline records be disclosed to L'Anse Creuse Public Schools.</i>	
Parent/Guardian Signature	Date

<b>CURRENT SCHOOL:</b> <i>If the student has been involved in offenses involving weapons, alcohol, or drugs, or willful infliction of injury to persons and/or act of violence against persons and/or property committed on school premises, at a school-sponsored activity, or on a public or private conveyance providing transportation to or from school or a school-sponsored activity, please forward appropriate documentation.</i>	
<b>According to our records, we can verify that the information provided above by the parent is:</b> <input type="checkbox"/> Correct <input type="checkbox"/> Incorrect	
Signature of current District Administrator	Date
Position	Phone
District entry date for student:	District exit date for Student:

Form must be **completed and signed by Parent AND current school Administrator** and must be submitted with School of Choice application along with a printout of student's log entries (even if blank)