



Enrollment and Waitlist Procedures

Enrollment

Uplift commits to the following enrollment process and has established the following open enrollment timeframes.

Open Enrollment for Fall (subject to Board approved grade-level caps):

- Begins on March 1st of the upcoming academic school year.
- Ends on January 31st of the academic school year. No additional enrollments for the current academic year will be accepted after January 31st.

Enrollments will be taken on a first-come, first-served basis during the open enrollment period (subject to Board approved grade-level caps).

The following are the required documents for enrollment at Uplift. Students will be eligible for enrollment once **all** of these documents are received.

- Student Birth Certificate (if no birth certificate is available, legal alternative proof of age must be provided)
- Parent/Guardian's Driver's License or State ID
- Proof of Residency (only students that reside in Michigan are eligible for enrollment at Uplift)
- Proof of Current/Updated Immunization Records
- Transcript (if going into grades 9-12)
- Most Recent Students Report Card
- Current Custody Agreement (if applicable)
- Current Guardianship Order (if applicable)

Students who are eligible for enrollment:

- Begin schooling with Uplift on the Wednesday following completed enrollment.
 - Required documentation must be received by 12:00PM (EST) on Friday to be eligible for a Wednesday start date.



Waitlist

If there are more enrollment applications than there are seats available, in a given grade, Uplift Michigan Online School shall use the following waitlist process to enroll students based on seat availability.

Students who complete the enrollment process, including submission of all required documentation, shall be added to the waitlist in the order in which they completed the enrollment process. Waitlisted students will be offered an available seat at Uplift using the following order of selection:

1. Siblings of current/active students will be awarded preference.
 - a. Siblings will be enrolled in available seats, in available grades, in the order of application submission.
2. Students of current Uplift staff will be awarded preference, after siblings of current/active students.
3. All other students in the order the completed application and documentation was received.

When a student is selected for a seat, their sibling(s) is/are automatically placed in the first available seat for their respective grade(s). If a seat is not available for a sibling, then the sibling is placed at the top of the wait list for that grade. Waitlists for the school year are maintained and updated through January 31.

Student applications will be numerically ordered upon submission. Families will be offered available seats as they come open, based on the numerical order. Guardians must respond to communications regarding an available seat by 12:00PM (EST) on the Friday following completed enrollment. If no response is received by the Friday deadline, the student will be returned to the waitlist and the open seat will be offered to the next student on the waitlist. Not to exceed current enrollment caps for any grade or the school overall.