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Dear Birmingham Public Schools Kindergarten Parent/Guardian,

First, let me say how honored we are that you are choosing the Birmingham Public Schools to educate and mentor your child. We feel very strongly about our responsibility to provide the finest educational programs to our community.

The Birmingham Board of Education has developed policies and procedures to ensure that we are maintaining the community's expectation to be a "closed" district. Unlike "open" school districts (also known as schools-of-choice) that take students from communities outside of their district boundaries, and in some cases other counties, we only enroll students that reside within the geographical boundaries of the Birmingham Public School District. We require residency verification of all new incoming students, and re-verification of residency documentation as appropriate. Attached are the Birmingham Public Schools Residency Requirements for your review and assistance in qualifying your residency.

The following steps should be followed for residency verification and enrollment in Birmingham Public Schools.

1. Complete the online form on Infosnap, at <https://www.birmingham.k12.mi.us/Page/8990>
2. Schedule an appointment with the enrollment office with hardcopies of residency and parentage documents for verification. Contact Sylvia Sardy at ssardy@birmingham.k12.mi.us or phone 248-203-3063. Birmingham Administration Building, 31301 Evergreen Road, Beverly Hills, MI 48025
3. Have all documents ready for review to enroll
4. Information on our [Tuition Enrollment Program](#) (TEP) is available upon request by emailing our Enrollment Coordinator at ssardy@birmingham.k12.mi.us

With residency verification being a requirement for enrollment, our goal is to process all residency documents in a timely manner so we can ensure a seat for your child at your home school. If you have any questions about the Birmingham Public Schools residency requirements or a question about your particular situation, our Enrollment Coordinator is always available to assist you.

Again, let me welcome you to the Birmingham Public Schools. We look forward to educating your child.

Sincerely,

Rachel M. Feder

Deputy Superintendent for School Administration
Birmingham Public Schools

Birmingham Public Schools 2020-2021 Kindergarten Enrollment

Philosophy Statement

The Birmingham Public Schools' kindergarten program is committed to fostering life-long learners by developing and nurturing the whole child through the use of a challenging curriculum, offering age-appropriate, differentiated instruction within a caring classroom and school community.

Q and A

When do I need to turn in the kindergarten enrollment registration material?

All materials should be turned in to the Birmingham Public Schools Administration Building enrollment office (See next page - **Residency Verification for Kindergarten Families**) by March 13, 2020.

If my child is open enrolled at another school, will transportation be provided?

No, as with all open enrollment in the district, the parents/guardians will be responsible for transportation if the student attends a school different than his/her attendance area.

Will my child be eligible for Kids' Club (child care before and after school)?

Yes, Kids' Club or latchkey is available daily from 7:00 a.m. to 8:50 a.m. and again from 3:50 p.m. to 6:00 p.m.

Does BPS offer half-day kindergarten programs?

No, only full-day programs are available.

Deadline for Open Enrollment

March 13, 2020

Open Enrolled Lotteries

March 19, 2020

**A lottery determines placement order if / when seats are available. The date is subject to change at individual buildings if no open enrollment applications are received before March 13, 2020.*

**Open enrollment is on a space-available basis. When class enrollment reaches the established maximum number of students, there will no longer be spaces for open enrollment in that class/school.*

Kindergarten Guidelines
For Open Enrolled Students

To open enroll for kindergarten, the parent/guardian should enroll the student at the Administration Building and complete the *Request for Student Transfer (form SS-6)*. The *Request for Student Transfer (form SS-6)* will be forwarded to the school for which open enrollment is being requested. Open enrollment is on a space-available basis. If necessary, schools will conduct a lottery for students open enrolling in kindergarten. Open enrolled students who apply by March 13, 2020 will be placed on a list to participate in the lottery. Any students applying for open enrollment after March 13, 2020 will be placed at the end of the waiting list, in the order received.

Kindergarten students applying for open enrollment will not be assigned prior to March 30, 2020 unless otherwise specified. Schools will determine if they have space available in kindergarten to accept open enrolled students. If space is available, the spaces will be offered to open enrolled students in the order from the waiting list.

Residency Verification for Kindergarten Families

We will start enrolling kindergarteners as soon as your building's round up has been held, and families have received the district residency information and other pertinent enrollment/registration information. All families will enroll and register at the Administration Building by contacting the Enrollment Coordinator *via email at ssardy@birmingham.k12.mi.us* or by phone at 248-203-3063. Once the enrollment has been authorized, further instructions will be provided.

The Enrollment Coordinator will send an email indicating the authorization of enrollment to the home school. The parent will be provided the enrollment verification receipt from the BPS Enrollment Coordinator.

How is open enrollment affected by residency?

A student must be enrolled and registered at their home school first, in order to request open enrollment, and the *Request for Student Transfer (form SS-6)* must be completed and submitted to the home school office. The deadline for requesting open enrollment is March 13, 2020.

Families moving into the district should be referred to Sylvia Sardy, Enrollment Coordinator, at 248-203-3063 or email at ssardy@birmingham.k12.mi.us to determine their eligibility to enroll.