

## Williamston Community Schools Nonresident Application Process

**To apply as a nonresident, you must submit:**

**One application form per child, one proof of residency form per family, a copy of a bill, a suspension/expulsion verification form (if applicable), and obtain a release of state aid for your child/children from your district of residence.**

There are four pages following this page:

Page 1: **Application Form:** Please complete one application form per child.

Page 2: **Proof of Residency Form:** Please complete this form one time for the entire family...listing all children on the same form.

IN ADDITION: You are required to provide a copy of a bill that shows your name and street address (not just a PO Box) along with the logo of the company. This can be a utility bill, phone bill, or tax statement. We do NOT need to see the amount of the bill.

Pages 3 and 4: **Suspension and Expulsion Verification Form:** This ONLY needs to be completed if you answered YES to either the suspension or the expulsion questions on the application form.

Please submit your completed forms and the copy of a bill by fax, mail, or by dropping off to:

Superintendent's Office  
Williamston Community Schools  
418 Highland Street  
Williamston, MI 48895  
Fax: 517-655-7500

If you have specific questions, please call the superintendent's office **at 517-655-4361 ext. 5116.**

### **Items needed to complete your application:**

- application form (one per child)
- proof of residency form (one per family listing all children)
- copy of a bill to support residency
- a release of state aid from your resident district (this is the district you reside in)
- suspension and expulsion form if applicable

# Williamston Community Schools -- Non-Resident Student Application

418 Highland Street, Williamston, MI 48895 (517-655-4361 ext. 5116)

Student's Name \_\_\_\_\_ Grade in 2019-20 \_\_\_\_\_

Resident School District: \_\_\_\_\_ County: \_\_\_\_\_

Was Williamston Community Schools the most recent school the above-named student attended?  Yes  No

If yes, and they moved out of the district, when did he/she move out? \_\_\_\_\_

If No, name of school(s) student attended last: \_\_\_\_\_

**Parent/Guardian(s)** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone #s: home #: \_\_\_\_\_

mother's work #: \_\_\_\_\_

father's work #: \_\_\_\_\_

mother's cell #: \_\_\_\_\_

father's cell #: \_\_\_\_\_

Why are you choosing to request a transfer to this district? \_\_\_\_\_

## Suspensions/Expulsions: This section must be completed for the application to be processed.

1. Has your child ever been expelled?  Yes\*\*\*  No

\*\*\*If yes, please return with your application with a completed Suspension/Expulsion Verification Form.

2. Has your child been suspended from a school within the last 24 months?  Yes\*\*\*  No

\*\*\*If yes, please return with your application with a completed Suspension/Expulsion Verification Form.

\*\*\*The verification form must be completed if student has been suspended or ever expelled. If this application form indicates they have not been suspended or expelled, and the student's records later indicate they have been, the student may be dismissed from attendance at Williamston Schools.

**Please Note:** If your application for enrollment is accepted and the student is eligible for special education programs and services under the requirements of Section 105c(18) of the State School Aid Act of 1997, actual enrollment cannot occur until this district reaches a written agreement with the district in which you reside. This agreement is for the purpose of providing a free appropriate public education to the student and must include an agreement between both districts related to responsibility for the payment of the added costs of special education programs and services for the student. If an agreement cannot be reached, enrollment is not allowed.

**I certify that all information on this form is complete and accurate:**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only:** Student admitted?  Yes  No If yes, which bldg./grade? Bldg. \_\_\_\_\_ Grade \_\_\_\_\_

**PROOF OF RESIDENCY AFFIDAVIT**  
**Williamston Community Schools**  
 form updated: 2/17/2016

**Student's resident address:**

Name of student(s): (One form per family... please list all students)	1)			
	2)			
	3)			
	4)			
	Last	First	M.I.	Date of Birth: Month /Day /Year
Resident address:	Street:		Apt./Lot #:	
	City:			
	Zip:			
Please list your resident school district:			Resident county:	
Please list the county of your resident school district:				
<b>We currently live in (please check one):</b>				
<input type="checkbox"/> Our own home		<input type="checkbox"/> A shelter – Name of shelter:		
<input type="checkbox"/> TEMPORARILY with more than one family in a house, mobile home, or apartment because the family cannot have a home of their own		<input type="checkbox"/> A hotel/motel		
<input type="checkbox"/> New foster care placement with a relative (placed at current home within the last 6 months)		<input type="checkbox"/> A car		
<input type="checkbox"/> New foster care placement with a non-relative (placed at current home within the last 6 months)		<input type="checkbox"/> A campsite		
		<input type="checkbox"/> Other location not appropriate for living (e.g. abandoned building)		
<i><b>If you checked any box other than Our Own Home, please fill out the additional information on the back of this sheet.</b></i>				
<b>By signing below you indicate that you have read/understand this document and certify that all information is correct.*</b>				
Signature of Parent/Guardian: _____				
Date: _____		Printed name of parent/guardian: _____		

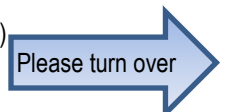
**Verification of attached bill (must be signed by the person named on the bill):**

I certify that the above student resides with me at (address) _____	
in the _____ School District, and I agree to provide a copy of proof of this address.	
Signature: _____	Date: _____
Printed name: _____	Relationship: _____

Verification of the resident address may be made with any one of the following, which must be current and include the address. The dollar amount of the receipt may be eliminated from the copy. (Please check one):

mortgage payment     property tax receipt     rent receipt     utility bill (water, electric, land-line telephone)

\*Should the district learn that this is not the residence; the student may be excluded immediately from the district.



Please list the reason you are not currently living in your own home, this will help determine if additional services are available for your student:

- Cannot afford our own housing
- Eviction / foreclosure
- Fire
- Living with friends or relatives, by choice, not necessity
- Loss of job
- Loss of housing due to economic issues
- Parent/Guardian is deployed
- Providing care for a family member
- Temporarily waiting/looking for a new house or apartment, are able to move once we find one
- We are in our own home

## WILLIAMSTON COMMUNITY SCHOOLS

### \* Suspension/Expulsion Verification Form

**\*NOTE: This form is needed only if the applicant was ever suspended or expelled.**

**Only this box is to be completed by Student's Parent/Guardian:**

Student's Name: \_\_\_\_\_ 2019-20 Grade: \_\_\_\_\_

Parent's Name and Address: \_\_\_\_\_  
 \_\_\_\_\_

It is the parent's responsibility to have each school district student has attended and been suspended from within the last 24 months complete one of these forms. This completed form must accompany your school of choice application prior to the deadline.

**The remainder of this form must be completed by the school district from which above-named student was suspended or expelled**

Name and Address of School District	
Total number of times above-named student was suspended within the last 24 months:	
Was this student ever expelled?	<input type="checkbox"/> *Yes <input type="checkbox"/> No
*If yes, list date and length of expulsion:	
Signature of Administrator	
Print Name and Title of Administrator	
Date of Signature	

**In order to process a school of choice application for this student, we are requesting the details of all suspensions on record over the last 24 months as follows:**

<b>1.</b>	Reason for suspension
	Date suspended
	Length of suspension(s)

If you have any questions or need additional information, please contact the Superintendent's Office, Williamston Community Schools, 418 Highland Street, Williamston, MI 48895 at 517-655-4361 ext. 5116.

**If student has had more than one suspension within the last 24 months, please fill out the following on each suspension separately.**

<b>2.</b>	Reason for suspension
	Date suspended
	Length of suspension(s)

<b>3.</b>	Reason for suspension
	Date suspended
	Length of suspension(s)

<b>4.</b>	Reason for suspension
	Date suspended
	Length of suspension(s)

<b>5.</b>	Reason for suspension
	Date suspended
	Length of suspension(s)

<b>6.</b>	Reason for suspension
	Date suspended
	Length of suspension(s)