



# TGS ENROLLMENT PROCESS

For the 2023-2024 Academic Year

The following processes and procedures are designed to ensure every Greenspire applicant fair and equal access to our unique learning community. It is our hope that every applicant will have the chance to enroll with Greenspire for 2023-2024. However, should applicants exceed available seats, a lottery will be used to select students and establish grade-level based waiting lists.

Parents and guardians must carefully read and understand the processes and obligations below. If you have any questions or concerns, please contact [office@greenspireschool.org](mailto:office@greenspireschool.org).

**2023-2024 Capacity:** The Greenspire Board of Education has set an enrollment limit of up to 133 students for the fall of 2023. Grade level allocations are made in consideration of the anticipated returning students for 2023-2024.

**Application Forms:** Applications will be available via our website ([www.greenspireschool.org](http://www.greenspireschool.org)) or in person beginning on February 13, 2023. No forms can be distributed prior to this time. Only the official TGS 2023-2024 enrollment application can be used. **Previous versions cannot be used.** Incomplete applications will be disregarded. All communications throughout this process will be conducted electronically. Therefore all applications must include a valid email address. If you need to make alternative arrangements, please speak to Jill Rowley, Registrar at (231) 421-5905.

**Submission Window:** Applications can be submitted anytime between 8 am February 13 and 4 pm on March 10. **No exceptions will be made to this deadline for any reasons including snow days or extenuating family circumstances on the part of our applicants.** Early submission will have no impact on the likelihood of enrollment, i.e. applications submitted on February 13 will be treated the same as those submitted on March 10.

**Application Delivery:** Applications may be submitted in person, via U.S. mail or electronically. The issuance of a receipt number is required for the application to be valid. In-person delivery must be made between 8 am and 4 pm on school days by a parent or guardian. Please only turn in your application at reception in the Spruce Building. **Applications will not be accepted from students.** If submitting electronically, please use "Enrollment – [Student Name]" in the subject line and send only to [office@greenspireschool.org](mailto:office@greenspireschool.org). You will receive an acknowledgement email including your receipt number within three business days. Please note your receipt number. Mailed applications should be sent to: 1026 Red Drive, Traverse City, Michigan, 49684.

**Application Confirmation:** By March 14, all confirmed applications will be cataloged on the Greenspire website at [www.greenspireschool.org](http://www.greenspireschool.org). Click on the "Enroll" link. There you will see the receipt numbers of all applicants along with the first three letters of the student's first and last names. **If your child's receipt number is not listed, you must contact us at [office@greenspireschool.org](mailto:office@greenspireschool.org) no later than 4 pm Wednesday, March 15. Failure to do so may result in a loss of placement at Greenspire.**

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**Currently Enrolled Students:** Parents of currently enrolled students returning to Greenspire are required to submit a 2023-2024 enrollment form by the March 10 deadline. Failure to do so may forfeit the child's 2023-2024 enrollment should the school reach its grade-level capacities.

**Lottery & Wait-Listing:** If applications exceed the enrollment capacity of 133, seats shall be awarded according to the following hierarchy:

1. Currently enrolled and returning students
2. Siblings of returning students
3. Children of faculty, staff and board members
4. Qualifying students pursuant to matriculation agreements
5. All other applicants by lottery

Please note that only the siblings of returning students are granted enrollment priority. Siblings of graduates (high school) or former students are not given priority.

In the event of a lottery and/or wait list, seats will be allocated by grade level. Wait list priority will be based on the specific grade level of your child. In essence, we will maintain three wait lists – one for each grade. Families from the waiting list will have 48 hours to respond to an offer for an available seat.

**Attending the Lottery:** A public lottery will be held at 4pm on March 16 at The Greenspire School 1026 Red Drive Traverse City, MI 49684.

**Enrollment Confirmation:** The parents of students who have been awarded a seat at The Greenspire School for the 2023-2024 academic year will be contacted by March 23 via email. **Parents must confirm their intent to enroll in writing to [office@greenspireschool.org](mailto:office@greenspireschool.org) no later than April 28. Failure to do so may result in the loss of the child's seat.**

**Administrative Due Process:** The Greenspire School Board of Education has vested the Head of School with the authority to implement the preceding process fully and faithfully. The Superintendent will hear any and all appeals and resolve disputes with final authority in accordance with state law and district policies.

Contact Jill Rowley, Registrar for all enrollment concerns at (231) 421-5905 or at [office@greenspireschool.org](mailto:office@greenspireschool.org).