



GHS Enrollment Process School Year 2025-2026

Important Enrollment Dates:

- Enrollment period begins February 7, 2025 at 8 am
- Enrollment period ends March 14, 2025 at 4 pm
- Lottery March 19, 2025 at 4 pm at the High School

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 2025-2026. 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 hsoffice@greenspireschool.org.

2025-2026 Capacity:	The Greenspire Board of Education has set an enrollment limit of up to 200 students for the fall of 2025. There will be 50 spots for 9th grade, 50 spots for 10th grade, 50 spots for 11th grade, and 50 spots for 12th grade.
Application Forms:	Applications will be available via our website (www.greenspireschool.org) or in person beginning on February 7, 2025. No forms can be distributed prior to this time. Only the official TGS 2025-2026 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 Torre Boone, Registrar at (231) 421-5905 ex. 200.
Submission Window:	Applications can be submitted anytime between 8 am February 7th and 4 pm on March 14th. 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 7th will be treated the same as those submitted on March 14th.
Application Delivery:	Applications may be submitted in person, via U.S. mail, E-mail, or utilizing the online form on our website. 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 main office. Applications will not be accepted from students. If submitting via email, please use "Enrollment – [Student Name]" in the subject line and send only to torre.boone@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: 2200 Dendrin Drive, Ste. 211, Traverse City, Michigan, 49684.

Application Confirmation:	By March 18th, all confirmed applications will be cataloged on the Greenspire website at 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 hsoffice@greenspireschool.org no later than 4 pm Wednesday, March 19th. Failure to do so may result in a loss of placement at Greenspire.
Currently Enrolled Students:	Parents of currently enrolled students returning to Greenspire are required to submit a 2025-2026 enrollment form by the March 14th deadline. Failure to do so may forfeit the child’s 2025-2026 enrollment should the school reach its grade-level capacities.
Lottery & Wait-Listing:	<p>If applications exceed the enrollment capacity noted above shall be awarded according to the following hierarchy:</p> <ol style="list-style-type: none"> 1. Currently enrolled and returning students 2. Siblings of <u>returning</u> students 3. Children of faculty, staff and board members 4. Qualifying students pursuant to matriculation agreements 5. All other applicants by lottery <p>Please note that only the siblings of <u>returning</u> students are granted enrollment 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.</p>
Attending the Lottery:	A public lottery will be held at 4 pm on March 19th at The Greenspire High School 2200 Dendrinos Dr., Room 215, Traverse City, MI 49684.
Enrollment Confirmation:	The parents of students who have been awarded a seat at The Greenspire School for the 2025-2026 academic year will be contacted by March 20 via email. Parents must confirm their intent to enroll in writing to hsoffice@greenspireschool.org no later than April 25th. Failure to do so may result in the loss of the child’s seat.
Administrative Due Process:	<p>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.</p> <p>Contact Torre Boone, Registrar for all enrollment concerns at (231) 421-5905 ex. 200 or at torre.boone@greenspireschool.org.</p>