



GHS Enrollment Process

School Year 2026-2027

The following processes and procedures are designed to ensure every Greenspire applicant has 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 2026-2027. 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.

STEP ONE

Important Enrollment Dates

- February 6, 2026 at 8 am - Enrollment period begins
- March 13, 2026 at 4 pm - Enrollment period ends
- March 17th, 2026 - Applications cataloged on the Greenspire website
- March 18, 2026 at 4 pm - Lottery at the High School
- By July 1, 2026 - Parent/Guardian Confirmation of Enrollment

STEP TWO

Important Confirmation and Registration Dates

- March 24, 2026 - Online Registration begins
- May 29, 2026 - Final Day to submit Registration

**Applications received after March 19 will be accepted on a first come first serve basis (see section "Enrolling after March 19th below for more information).*

2026-2027 Capacity: The Greenspire Board of Education has set an enrollment limit of up to 200 students for the Fall of 2026. There will be 50 spots for 9th grade, 50 spots for 10th grade, 50 spots for 11th grade, and 50 spots for 12th grade. The Superintendent reserves the right to reallocate seat limits per grade, while not exceeding the total seat limit of 200.

Application Forms: Applications will be available via our website (www.greenspireschool.org), or in person beginning on February 6, 2026. No forms can be distributed prior to this time. Only the official TGS 2026-2027 enrollment application is accepted. **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 on February 6th and 4 pm on March 13th. **No exceptions will be made to this deadline for any reason, 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 6th will be treated the same as those submitted on March 13th.

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 the front desk 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 - Second Floor, Traverse City, Michigan, 49684.

Application Confirmation: By March 17th, 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 18th. 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 2026–2027 enrollment form by the March 13th deadline. Failure to do so may forfeit the student’s 2026–2027 enrollment should the school reach its grade-level capacities.

Lottery & Wait-Listing: If applications exceed the enrollment capacity noted above 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. 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 4 pm on March 18th at The Greenspire High School 2200 Dendrinos Dr., Room 213, Traverse City, MI 49684. **Please note you do not have to be present for your student’s name to be drawn and awarded at seat.**

Enrollment Confirmation: The parents of students who have been awarded a seat at The Greenspire School for the 2026–2027 academic year will be contacted by March 19 via email. **Parents must confirm their intent to enroll no later than April 24th. Failure to do so may result in the loss of the student’s seat.**

Enrolling after March 19, 2026: Applications will be accepted on a first-come first-served basis. You will receive an email informing you of whether there is space available in that grade or that you have been placed on a waiting list. If a spot is available, you will begin the registration process. If your student is accepted, you must confirm their intent to enroll by July 1, 2026.

Administrative Due Process: The Greenspire School Board of Education has vested the school Principal 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 Torre Boone, Registrar, for all enrollment concerns at (231) 421-5905 ex. 200 or at torre.boone@greenspireschool.org.