

DEPARTMENT OF STUDENT SERVICES
18700 Audette, Dearborn, MI 48124

Non-Resident Child of Employee Admission Request
School Year 2018-2019



Students First
Inspire, Educate, Celebrate

STUDENT: _____ BIRTHDATE: _____

GRADE REQUESTED: _____ SPECIAL EDUCATION ____ YES ____ NO GENDER F M

CURRENT SCHOOL: _____

REQUESTED SCHOOL: 1. _____ 2. _____

PARENT: _____ STREET ADDRESS: _____

SCHOOL OF EMPLOYMENT: _____ POSITION: _____

CITY: _____, MI. ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

By signing or submitting using my district email account I acknowledge that I have read and agree to the provisions below.

PARENT'S SIGNATURE: _____ DATE: _____

Non-Resident Child of Employee Admission Provisions

- 1. Application Deadlines**
The employee must submit an Employee Admission Request application for each student to the Department of Student Services by 4:30 pm, **Friday, May 4, 2018**. *Applications may be returned in person or sent electronically from a district email account.* Using district email serves as signing the application. **NO LATE APPLICATIONS WILL BE CONSIDERED.**
- 2. Transportation of Student**
The family of the student shall be responsible for his/her transportation to and from school each day. The school district does not transport students on Employee Admission Request. Students must arrive and depart based on established building policies or risk loss of continuing his/her education with the Dearborn Schools.
- 3. Rescinding an approved Employee Admission Request**
Rescinding an approved application is at the discretion of administration. Students are required to adhere to all the guidelines in the Boundary Exemption Petition: attendance, behavior, academic performance and parent communication and relations.
- 4. Reapplication Requirement**
Admission under this policy is for the 2018-2019 school year. Employees must reapply every school year due to State auditing requirements.
- 5. Athletic Competition Restrictions**
Eligibility will be determined per MHSAA and Dearborn Public Schools policies and guidelines.
- 6. Availability**
The district reserves all rights in determining what location and classroom the children of non-resident employees are assigned if approved for enrollment in the district.
- 7. Present for Membership Count**
The employee forfeits admission under this policy if the student is not enrolled and present for membership purposes.

ALL COMMUNICATIONS REGARDING EMPLOYEE ADMISSION REQUEST MUST BE IN WRITTEN FORM AND SENT

TO:

**Ibrahim Mashhour Director of Student Services
Student Services
18700 Audette
Dearborn, MI 48124-4295**