

# PORT HURON AREA SCHOOL DISTRICT BUILDING PREFERENCE REQUEST

POLICY, TERMS AND CONDITIONS OF THE PORT HURON AREA SCHOOL DISTRICT BUILDING PREFERENCE PROGRAM:

## **PLEASE READ CAREFULLY BEFORE COMPLETING AND SIGNING THE APPLICATION**

- ❖ The Port Huron Area School District will review all requests for Building Preference Requests that are received before the deadlines issued. (Note: Applications submitted beyond the deadline because of emergency situations will be reviewed, with the possibility of approval, on a case-by-case basis.)
- ❖ Applications will be reviewed based on the following:
  - Classroom availability;
  - Need for Building Preference Request (will be prioritized as follows):
    1. Student has a sibling that is currently attending the school being requested.
    2. Daycare provider resides in the area of the school being requested.
    3. Other requests
  - Student's attendance and/or discipline record. If an applicant has had any record of poor discipline or attendance, the requested school may deny the application.
- ❖ Having a sibling attend a school through the Building Preference Request program does **not** automatically entitle incoming kindergarteners to attend the same school. A Building Preference Request form must still be completed and approved before enrollment.
- ❖ Once approved, students may remain at the requested school **without having to reapply every year**. However, the following must continue during the time a student is attending on the Building Preference Request program:
  1. The student continues to have a good attendance and a good discipline record; and
  2. The family must continue to reside in the Port Huron Area School District.

**Note: Should the status of any of these conditions change, your child's Building Preference Request approval may be revoked at any time and your child may be required to attend the school for where you reside.**

- ❖ The parent or guardian may cancel their Building Preference Request application if the student has not yet enrolled in the school being chosen.
- ❖ The parent is responsible for providing transportation for the student. The Port Huron Area School District is not responsible for transporting students on the Building Preference Request Program.

**Any application found to have false information, including but not limited to information regarding residency or daycare needs, will automatically be denied or revoked.**

*Open Enrollment Dates for PHASD residents:*

*First Semester: First Round applications accepted February 1 – April 30  
Second Round accepted May 1 – July 30*

*Second Semester: Applications must be received on or before December 15<sup>th</sup>*

**Written responses will be sent to all applicants within 2 weeks after each deadline.**



# PORT HURON AREA SCHOOL DISTRICT BUILDING PREFERENCE REQUEST APPLICATION

For Grades Kindergarten - 12

*Please type or print*

Approved by: \_\_\_\_\_ For Principal's Use Only

Parent or Guardian Name \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_ / \_\_\_\_\_  
Work Phone \_\_\_\_\_

Street Address (including Apt. # if applicable) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

This application is being submitted for the \_\_\_\_\_ school year. Beginning: 1<sup>st</sup> Semester 2<sup>nd</sup> Semester  
(2017/2018)

The School your student last attended or currently attends \_\_\_\_\_

Are you an employee of the Port Huron Area School District? Yes/No

Do you have a current Building Preference Request in the Port Huron Area School District? Yes/No

Name of Student	Student Birth Date	Grade the student will be in during the requested school year	Gender	Special Ed
			M F	Y N

Fill in the boxes according to the list of schools below. If your School of Residence is not listed, call 984-3101 Ext. 4063

<b><u>SCHOOL ACCORDING TO RESIDENCE (Required)</u></b>	<b><u>BUILDING PREFERENCE REQUEST (Required)</u></b>
<b>Note:</b> Both the school you are requesting <b>and</b> the school according to your residence should be on the list below. If either school is not on the list, your child does not qualify for the Building Preference Request Program. Please call 984-3101 Ext. 4063 for assistance.	
<b>ELEMENTARY SCHOOLS</b>	<b>MIDDLE/HIGH SCHOOLS</b>
Cleveland Elementary	Kimball Elementary
Garfield Elementary	Michigamme Elementary
Howard D Crull Elementary	Roosevelt Elementary
Indian Woods Elementary	Thomas Edison Elementary
Keewahdin Elementary	Woodrow Wilson Elementary
	Central Middle School
	Fort Gratiot Middle School
	Holland Woods Middle School
	Port Huron High School
	Port Huron Northern High School

**(Required)**  
Reason for requesting Building Preference Request: \_\_\_\_\_

If the reason is daycare, the provider/sitter **must** live in the Choice school's area. The following information is **REQUIRED**:

Daycare Provider's or Babysitter's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Daycare Provider/Babysitter's Signature: **(Required)** \_\_\_\_\_

I have read and agree to the Policy, Terms and Conditions as provided.

Parent/Guardian Signature: **(Required)** \_\_\_\_\_ Date: \_\_\_\_\_

The Port Huron Area School District does not discriminate on the basis of race, color, national origin, sex, age, disability, height, weight, religion, or marital status in its programs and activities.

**RETURN TO:**  
PHASD, Patie Bonnick, Student Services  
2720 Riverside Drive  
Port Huron, MI 48060  
Voice: 810-984-3101 ext 4063  
Fax: 810-272-4785  
Email: pbonnick@phasd.us