Enrollment Process

For the School Year: 2014-2015

Branch Line School’s policy, as per our Phase II application, detailing how we followed the process.

1. Dates will be set for required enrollment meetings. These meetings will be hosted by school staff  
for families who are planning to enroll at BLS. The purpose of these meetings will be to help  
families understand the BLS educational program so that they can make an informed choice in  
deciding if Branch Line School is the best option for their child(ren). At least two meetings will be  
scheduled to meet the varying scheduling needs of local families, and one-on-one meetings will be  
scheduled as needed with interested families. Attendance at this meeting is mandatory for  
enrollment eligibility.

***Open Enrollment Meeting Schedule:****Sunday, January 26, 2014 3PM-4PM  
Tuesday, January 28, 2014 7PM-8PM  
Thursday, February 5, 2014 7PM-8PM*

*\*Attendance was tracked via online registration with Event Bright and physical sign-in sheets*

2. The enrollment packet will be made available online. Families must complete and submit the  
enrollment packet online by the end of the open enrollment period.

***Enrollment Form:***

*[http://branchlineschool.wufoo.com/forms/z7p7k7/](http://branchlineschool.wufoo.com/forms/z7p7k7/" \t "_blank)*

3. If the school has more applicants then available space, it will select students (from among  
qualified applicants) using a random selection lottery. Enrollment priority is permitted for siblings  
of students already enrolled, for children of board members and persons employed at or by the  
school, and for students enrolled and admitted the prior year.

***Lottery:***

*Held at Branch Line School, 16360 Hubbard, Livonia, MI at 4PM on February 14, 2014. We had exactly the number of applicants (returning and new) as available spaces, except in grade 4, which had 3 remaining available spaces. No lottery was necessary.*

4. Admitted families will be required to spend a half day in the classroom to become better  
acquainted with the daily program, philosophy and curriculum. A beginning-of-the-year  
orientation will be scheduled, and other opportunities for half-day visits will be made available if  
new students enroll during the year.

***Classroom Observations:***

*All admitted families are required to attend a classroom observation. Available times are each Monday in March, 2014 at 10AM. Alternate times will be made available on a case-by-case basis for families who cannot attend at scheduled times. Further dates will be scheduled to accommodate wait-listed families as necessary. Attendance is tracked by online reservation and check-in.*

5. Applicants who are not selected in the random lottery will be placed on a waiting list.

***Wait List:***

*The wait list is maintained and monitored in an electronic database.*

6. Branch Line School will accept applicants year round. If openings occur during the year, students  
may be enrolled. If openings do not exist, applicants will be placed on the official waiting list. In  
the event that an opening occurs during the school year, a student will be selected to fill the  
vacancy in order of their drawing according to the official waiting list.

***Wait List Admissions:***

*Applicants were placed on a first-come, first serve basis for the 2013-2014 school year until February 6, 2014. No remaining spaces are available for the current school year, and all applicants for the 2014-2015 school year are placed on the wait list in the order the application was received.*

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