

## Enrollment Policy

The CASMAN Academy Enrollment Policy will be reviewed on an annual basis. The number of student slots will be capped per year at 70 pupils. Grade sections will be limited to: seventh grade - 4, eighth grade - 4, Ninth grade - 20, Tenth grade - 20, Eleventh grade - 11, Twelfth grade - 11 (totalling 70 students). Amendment to policy will be considered annually based on fall enrollment numbers per grade.

## Enrollment Process

The CASMAN Academy accepts enrollment for grades 7-12 for on campus instruction. Enrollment is limited to students residing within the Manistee Intermediate School District and students not residing within MISD's boundaries, but within Michigan, if slots are available. CASMAN Academy will maintain a waiting list of interested students. Open enrollment happens twice a year, once at the start of the school year and once at second semester.

1. Interested parents/guardians should call CASMAN Academy (231-723-4981), and ask to have an enrollment packet mailed to them. The enrollment packet is also available to complete and submit online from our website at: [casman.manistee.org](http://casman.manistee.org), or stop in to visit the school office at 225 9th Street, Manistee and pick up an enrollment packet. Once the completed enrollment packets have been received in the office, they will be reviewed and necessary information will be verified (phone and mailing contact information, etc).
2. Start of the school year enrollment slots will be filled as applications are turned in to the office.. Once capacity has been reached for a grade level, a waiting list will be established.
3. After a waiting list has been established enrollment slots will be filled by lottery selection per grade level. The only exception will be preference given to siblings of students already enrolled and in attendance. Open enrollment slots will be specific to grade level. Students filling open enrollment slots after the first count day in October of each school year will be invited to start school within the first four days of the second semester.
4. Potential students will be notified by phone of openings in enrollment 5-10 days before the start of the second semester. Open spots need to be accepted within 48 hours of notice, or another student application will be selected.
5. Once acceptance of enrollment has been confirmed, student records will be requested from the student's previous school, and a schedule of classes will be established.