Enrollment Invitation

Dear Parents and Students,

Welcome to Traverse City Area Public Schools (TCAPS). We are delighted to invite you to enroll your child in our school community. It is a cherished trust we share with our parents, and we will do all we can do to provide the very best for your child and every child we serve.

We are proud to be part of a great community that values education. TCAPS' staff, students, parents, and administration all work together to provide every child with opportunities to grow academically and personally. We are dedicated to providing you with an outstanding learning experience that includes comprehensive educational programs offered by TCAPS. We promise you and your child a safe and friendly school.

TCAPS' learning communities offer a great place for students to make friends, challenge their imagination, learn thinking skills for the future, and continue on their educational journey toward achieving their goals. The relationships that are formed between students, staff, and families truly help to "open doors and new horizons" where ideas can be exchanged and where learning and growth can occur.

We invite you to become fully involved in the educational journey of your student and our community's youth – as a parent, volunteer, mentor, booster, and community supporter of our public schools. The Board of Education, administration, and staff of TCAPS are grateful to work in the service of youth and for the many caring circles of families and communities who work together in partnership with our schools to create a bright future.

We look forward to working with you to ensure a rewarding and successful educational journey for your child.

Sincerely,

Stephen E. Cousins
Superintendent

Health & Immunization Requirements

Birth - 12th Grade

TCAPS
Traverse City Area Public Schools

IMMUNIZATION REQUIREMENTS

All children who enter and attend schools in Michigan are required by state law to have a certificate of immunization on file. Before a child can be permitted to attend school and for children entering 6th grade, parents/guardians must present documentation that required immunizations have been received. Waiver forms for religious, philosophical reasons, or medical exemption are available in each school. If you have questions, please contact your school nurse or TCAPS' Nursing Department at (231) 933-5610.

CHILD CARE/PRESCHOOL REQUIREMENTS		SCHOOL ENTRY REQUIREMENTS	
	Birth - 4 years	4 years - 10 years	11 years - 18 years
Diphtheria, Tetanus, Pertussis	4 doses	4 doses, one of which must be on or after 4 year birthday	4 doses, one of which must be after 4 year birthday 1 dose Tdap*
Pneumococcal Conjugate	4 doses or age appropriate complete series		
Polio	3 doses	3 doses, one of which must be on or after 4 year birthday	3 doses
H. Influenzae/Type b (HIB)	1 dose after 15 months, or series completed earlier	None	None
MMR (Measles/Mumps/Rubella)	1 dose on or after 1 year birthday	2 doses, one of which must be on or after 1 year birthday	2 doses on or after 1 year birthday
Hepatitis B	3 doses	3 doses	3 doses
Varicella (Chicken Pox)	1 dose on or after 1 year birthday, or history of disease	2 doses	2 doses
Meningococcal (Meningitis)			1 dose of meningococcal vaccine

*DTP/Dtap/DT/Td/Tdap (diphtheria, Tetanus, Pertussis)
One dose of tetanus/diphtheria/accellular pertussis (Tdap) vaccine (if 5 years have passed since last dose of tetanus/diphtheria vaccine – Dtap, Td or DT)

IMMUNIZATION RECOMMENDATION

Gardasil (Human Papilloma Virus) This is a vaccine being recommended for girl's ages 11-26. It helps prevent some strains of Human Papilloma Virus, which can cause cervical cancer in females. Questions regarding this vaccine should be discussed with your child's primary healthcare provider.

PHYSICAL EXAMINATION

A physical examination by your primary care provider is required for preschool/daycare attendance. It is not required but strongly recommended for grades K-12. His/her findings and recommendations regarding the health of your child should be recorded on the green Health Appraisal Form.

SPECIAL MEDICAL CONDITIONS

Special medical conditions such as hearing or vision impairment, diabetes, seizure disorders, asthma, severe allergies, etc. should be recorded on the following forms; top of page 2 of the Student Registration Form under the Health Information section, on the green Health Appraisal Form, and on the Student Emergency Card (elementary school offices).

IMMUNIZATIONS ARE AVAILABE FROM:

1. Your family health care provider, by appointment.
2. Grand Traverse County Health Department, for an appointment call (231) 922-4831.
3. Munson Medical Center Specialty Immunization Walk-In Clinic at 106 S. Madison St., Traverse City, for uninsured or Mediciad patients only, Saturday and Sunday 10:00 a.m. to 6:00 p.m. and Monday 9:00 a.m. to 6:00 p.m. Call (231) 935-6270 for information.
4. Youth Health & Wellness Center, for an appointment call (231) 922-6416, ages 10-21.

*Bring immunization records. Parent or guardian must accompany children under 18 years. Your health insurance may cover vaccines. If you do no have health insurance or health insurance denies coverage of vaccines, ask about the Vaccines for Children Program (VFC).

Enrollment Checklist

The following checklist is provided to assist you in completing all information necessary to register your child in Traverse City Area Public Schools (TCAPS):

Required Forms: These forms need to be completed and turned in ***prior*** to your child attending his/her first day of school with TCAPS.

- ❑ Completed Student Registration Form
- ❑ Immunization Record in accordance with State Statute
  (Information must be on file before student can attend or receive a schedule.)
- ❑ Certified birth certificate or other birth documentation if accompanied by a birth affidavit
  (A birth affidavit form is available in your school office.)
- ❑ Proof of residency in the TCAPS district or paperwork requesting release from another school district (A Schools of Choice form may be obtained from any TCAPS school office.)
- ❑ Release of records from the school district previously attended

Additional Forms Requested: These forms are not required in order to attend a TCAPS school, however, the information would allow TCAPS to better serve you and your child.

- ❑ Health Appraisal Forms
- ❑ Free or Reduced Lunch Application (one per family) if applicable. Applications can be completed online at www.lunchapp.com or are available at any TCAPS school office.
- ❑ Directory Information – By law, TCAPS is required to release "Directory Information" on all students. To view a full definition of directory information, please refer to the student handbook, which can be viewed by visiting TCAPS' Web site at www.tcaps.net under Student Programs/Elementary Programs and Secondary Programs. If you have any objections regarding the release of this information about your child, please notify the school your child will be attending in writing.
- ❑ Transportation Request Form – To receive transportation services, please complete a separate Transportation Request Form for each student.

Note: TCAPS will ask for your child's social security number. This information is not mandatory. However, the information is extremely helpful in ensuring that your student's academic records and other school data are directly associated with your child.

Where to Send Completed Registration Forms: Forms may be returned to the Principal's Office of the school your child will be attending. During summer months please forward elementary registrations to: Pupil Accounting, 412 Webster St., Traverse City, MI 49686. Middle school and high school registrations may be delivered to the appropriate school, as secondary school offices remain open year round.

Enrollment Questions: Contact Mary Beth Stein in Pupil Accounting, at (231) 933-1718.

Parent Resources

- **School Closings & Delays Hotline:** (231) 933-1955
- **Request Bus Transportation:** www.tcaps.net/busroutes
- **Busing Questions – Call the Transportation Department:** (231) 933-1933
- **Free/Reduced Lunch Application:** www.lunchapp.com
- **School Menu Accounts –**
  Online option for paying for school meals: www.sendmoneytoschool.com
- **Volunteer Opportunities** – Visit www.tcaps.net or contact TCAPS' Volunteer Coordinator at: (231) 933-1983
- **Parent Organizations** – To learn more about your school's parent organizations, please contact your school office.
- **Parent Internet Viewer** (middle and high schools only) Contact your school to obtain a user ID and password to check your student's status regarding grades, attendance, homework assignments, etc.
- **Secondary Athletic Offices:**
  - Traverse City East Middle School (231) 933-6923
  - Traverse City West Middle School (231) 933-8301
  - Traverse City Central High School (231) 933-8207
  - Traverse City West Senior High School (231) 933-7780
- **TCAPS' District K-12 Music Office** (231) 933-7570
- **Visit www.tcaps.net for information about:**
  - Annual Reports: School and District
  - Breakfast and Lunch Programs
  - Calendar of District and School Events
  - Curriculum
  - Department Information
  - Early Childhood Programs
  - Elementary Programs (K – 5)
  - Extended Day Child Care Program
  - Extra-Curricular Offerings
  - Employment Opportunities
  - Montessori Program
  - News/Events
  - Newsletters: School and District
  - Online Courses
  - Phone Directory for Staff & Administration
  - Secondary Programs (Grades 6 – 12)
  - School Year Calendar
  - School Web Sites
  - Special Education Information
  - Student Achievement Results
  - Summer Programs
  - TCAPS' Board of Education
  - TCAPS' TV98 Program Information
  - Volunteer Opportunities