

Summer 2024 School Office Hours

All TCAPS school buildings offer summer office hours to assist families with enrollment questions and paperwork. For more information, please contact the school directly.

TCAPS ELEMENTARY SCHOOLS*

MONTH

DAYS

OFFICE HOURS

JUNE

Monday, June 10	regularly scheduled hours
Tuesday, June 11	regularly scheduled hours
Monday, June 17	9:00 a.m. – 1:00 p.m.
Thursday, June 20	9:00 a.m. – 1:00 p.m.
Monday, June 24	9:00 a.m. – 1:00 p.m.
Thursday, June 27	9:00 a.m. – 1:00 p.m.

Blair Elementary School 231.933.5700
Central Grade School 231.933.5910
Cherry Knoll Elementary School 231.933.8940
Courtade Elementary School 231.933.5800
Eastern Elementary School 231.933.5600
Long Lake Elementary School 231.933.7800
TCAPS Montessori 231.933.6420
Silver Lake Elementary School 231.933.3580
Traverse Heights Elementary School 231.933.3500
Westwoods Elementary School 231.933.7900
Willow Hill Elementary School 231.933.8540

JULY

The school office will be closed during the month of July. If you need to register your child in school, please complete the student registration forms found online at www.tcaps.net/enroll. Completed forms should be mailed, emailed, or dropped off, along with a copy of your child's birth certificate, immunization records, and proof of residency to TCAPS - Enrollment, 1009 S. Oak Street, Traverse City, MI 49684. For more information, please call 231.933.1710 or visit www.tcaps.net/enroll.

AUGUST

Monday, July 29	9:00 a.m. – 1:00 p.m.
Thursday, August 1	9:00 a.m. – 1:00 p.m.
Monday, August 5	9:00 a.m. – 1:00 p.m.
Thursday, August 8	9:00 a.m. – 1:00 p.m.
Monday, August 12	9:00 a.m. – 1:00 p.m.
Thursday, August 15	9:00 a.m. – 1:00 p.m.

MIDDLE SCHOOL*

DAYS

OFFICE HOURS

PHONE

TC East Middle School LEAP Office	Monday – Thursday	9:00 a.m. – 2:00 p.m. Call for assistance.	231.933.7300 231.933.7480
TC West Middle School	Monday – Thursday	9:00 a.m. – 2:00 p.m.	231.933.8200

HIGH SCHOOL*

DAYS

OFFICE HOURS

PHONE

TC Central High School	Monday – Thursday	9:00 a.m. – 2:00 p.m.	231.933.6500
Traverse City High School	Tuesdays	9:00 a.m. – 2:00 p.m.	231.933.5860
TC West Senior High School	Monday – Thursday	9:00 a.m. – 2:00 p.m.	231.933.7500

The **Glenn Loomis Administration Building** * will be open, with doors remaining locked, to the public from 8 a.m. to 5 p.m. Mondays through Thursdays, June 15 through August 16.

If you schedule a meeting with someone at Glenn Loomis on a Friday between June 15 and August 16, be sure you have their contact information as you will need to contact them directly to be admitted into the building.

* All buildings will be closed the full week of July 1-5. Normal Monday through Friday business hours will resume on August 19.