



**Hanley International Academy**  
**2021-2022 Enrollment Application**  
 Please submit one form for EACH child to be enrolled.  
 \*\*\*\*(FILL OUT IN INK)\*\*\*\*



Grade Applying for 2021-2022 (Circle one) K 1st 2nd 3rd 4th 5th 6th 7th 8th

**Student's Information - PLEASE PRINT CLEARLY**

Student's Name: \_\_\_\_\_  
 (As printed on Birth Certificate) Last Name First Name Middle Name

Student's Gender  Male  Female Date of Birth (mm/dd/yyyy) \_\_\_\_\_ City/State of Birth: \_\_\_\_\_

**Student's Ethnicity**

Please identify the student regarding ethnicity and race. Failure to do so will result in the school making this determination.

Which of the following groups describes your child's race? (Select all that apply)

- American Indian or Alaskan Native  Native Hawaiian or other Pacific Islander  Asian  Caucasian/White  Black or African American  
 Hispanic/Latino  Other

**Parent/Legal Guardian's Information**

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Last Name First Name

Home Phone #: \_\_\_\_\_ 2nd Contact #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ Highest Grade Level Completed: \_\_\_ Grade Sch \_\_\_ High Sch \_\_\_ College

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Last Name First Name

Home Phone #: \_\_\_\_\_ 2nd Contact #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ Highest Grade Level Completed: \_\_\_ Grade Sch \_\_\_ High Sch \_\_\_ College

Student's Address \_\_\_\_\_  
 Street Address City State Zip Code

Is the family currently homeless or would be interested in homeless services? YES NO

**STUDENT EDUCATIONAL HISTORY**

Student Born in the U.S.  YES  NO If NO, What is the Student's date of entry to the U.S. \_\_\_\_\_  
 How many years of schooling in the U.S. \_\_\_\_\_

Last Grade Completed? K 1st 2nd 3rd 4th 5th 6th 7th 8th

Name of the last school attended: \_\_\_\_\_

City/ State of the last school attended? \_\_\_\_\_

Has your child has ever been expelled from a school?  YES  NO If Yes, please list when and give a brief reason: \_\_\_\_\_

Has your child ever been retained?  YES  NO If Yes, what grade(s)? K 1st 2nd 3rd 4th 5th 6th 7th 8th

This signature represents my permission to request records from any previous educational institution my student attended:

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student resides with:  Both Parents  Father  Mother  Guardian  Other: \_\_\_\_\_

Does this student have a sibling that is currently enrolled at Hanley International Academy?  Yes or  No

If yes, what is the sibling's name? If there is more than one sibling, you only need to list one name: \_\_\_\_\_

How did you hear about us?  Mailing  Friend/Relative  Website/Internet  Previously attended Hanley  Other \_\_\_\_\_

Do you need to utilize a school bus?  YES  NO

**Return Application to: 2400 Denton St. Hamtramck, Michigan 48212 313-875-8888 phone 313-875-8889 fax**

Completed by school personnel only:

Date/ Time application was received: \_\_\_\_\_ Immunization MCIR# \_\_\_\_\_ Waitlist Date/Number \_\_\_\_\_

Date received: BC: \_\_\_\_\_ Immunization Record: \_\_\_\_\_ Report Card: \_\_\_\_\_ UIC: \_\_\_\_\_



2400 Denton St. Hamtramck, MI 48212 • Telephone: 313-875-8888 • Fax: 313-875-8889

**PLEASE NOTE: Hanley International Academy Enrollment is a 3-step process;**

**Students are NOT ENROLLED until all documentation & steps have been completed.**

**STEP 1: Enrollment Application & Required Documentation Submitted**

**STEP 2: Submit all required documentation by August 2<sup>nd</sup>.**

**STEP 3: Attend Parent/Student Mandatory Orientation – Dates will be given once process is completed.**

**The following information and documentation must be provided before enrollment will be considered COMPLETE:**

#### **REQUIRED DOCUMENTATION**

##### **GRADES PREK - K**

- **Proof of Birth:** Copy of birth certificate, hospital record (sworn statement), non-U.S. passport, or Baptismal record (indicating date and place of birth).
- **Proof of Vision Screening:** Health Appraisal Form or Dr. Note
- **Proof of Updated Immunizations:** Immunization record with Dr. Signature or Health Waiver Form (signed).

##### **GRADES 1 - 5**

- **Proof of Birth:** Copy of birth certificate, hospital record (sworn statement), non-U.S. passport, or Baptismal record (indicating date and place of birth).
- **Proof of Grade-level completion:** FINAL Report Card
- **Proof of Updated Immunizations:** Immunization record with Dr. Signature or Health Waiver Form (signed).

##### **GRADES 6 - 8**

- **Proof of Birth:** Copy of birth certificate, hospital record (sworn statement), non-U.S. passport, or Baptismal record (indicating date and place of birth).
- **Proof of Grade-level completion:** FINAL Report Card
- **Proof of Updated Immunizations:** Immunization record with Dr. Signature or Health Waiver Form (signed).
- **Proof of State Test Scores:** MEAP Score Report
- **Proof of Student Discipline:** School Discipline Form (provided by our office – MUST be filled out by current School Administrator).
- **2 Letters of Recommendation:** Letter #1 – School Administrator Letter #2 – Current School Teacher  
(Letter must include a contact name, phone number and/or email address).

If you would like this communication translated into Arabic, Russian, or Polish, please contact the main office at 313.875.8888 .

Если Вы хотели бы перевести этот документ, пожалуйста свяжитесь с главным офисом в 313.875.8888 .  
(313)875-8888 اذا كنت تريد منا ان نترجم هذه الرسالة ، يرجى الاتصال بالمكتب الرئيسي في

Jezeli pani by chciala ta komunikacje przetulmaczona, prosze sie zkontaktowac z glownym offisem o numerze (313).875.8888.