



**WELCOME TO BENZIE COUNTY CENTRAL SCHOOLS!
WE ARE HAPPY YOU CHOSE OUR SCHOOL.**

NEW STUDENT ENROLLMENT PROCESS

Please pick up an enrollment packet in our central business office. Fill out all forms completely. If you have questions, please ask. We will do our best to help.

❖ Return completed forms along with the following items:

Student information:

- Birth certificate
- Immunization record
- Withdrawal grades and/or transcript from previous school, if available
- IEP/504 Plan, if special Education

Parent's/Guardian's information:

- Driver's License
- 2 items to verify residency
- Guardianship papers if applicable

❖ Previous school will then be faxed requesting the following information:

- ✓ Transcripts
- ✓ Withdrawal grades
- ✓ Attendance
- ✓ Discipline
- ✓ IEP if Special Education /504 Accommodations

Once this information is available, the counselor will set up a class schedule for your student. The counselor may need to make an appointment to meet with you and your student.

Please allow for the enrollment process to take **up to 3 school days**. We want to make the best fit for your student and this may take time.

WELCOME TO OUR HUSKY FAMILY!

Please contact Catina Crossman with any questions crossmanc@benzieschools.net