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**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
- IEP If Special Education | 504 plan if applicable

**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!**

*Catina M. Crossman*

*Executive Assistant to the Superintendent*

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