

Our Vision

We will be a premier learning organization, fostering relationships with school and community to develop contributing and productive Citizens.



No person shall on the basis of race, color, sex, religion, natural origin or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by the Charlotte Public Schools.

Charlotte Public Schools

Board of Education Administrative Offices
378 State Street
Charlotte, MI 48813
(517) 541-5100

Charlotte Senior High School
378 State Street
Charlotte, MI 48813
(517) 541-5600

Charlotte Middle School
1068 Carlisle Highway
Charlotte, MI 48813
(517) 541-5700

Galewood Elementary School
512 E Lovett Street
Charlotte, MI 48813
(517) 541-5770

Parkview Elementary School
301 E Kalamo Highway
Charlotte, MI 48813
(517) 541-5780

Washington Elementary School
525 High Street
Charlotte, MI 48813
(517) 541-5170

Weymouth Elementary School
346 State Street
Charlotte, MI 48813
(517) 541-5180

Early Learning Center
Child Care & Preschool Program
(517) 543-8559

School Age Child Care Program
(517) 541-5747



K-12 Student Registration Procedures



Charlotte Public Schools

Registrar's Office

Located in the Student Services Office:

Charlotte High School
378 State Street, Rm 240
Charlotte, MI 48813

Phone: 517-541-5133

Fax: 517-541-5135

Web Page:
www.charlottenet.org

Student Registration



Charlotte Public Schools has established district wide student registration procedures to insure timely and accurate student registration.

Required Documents

To enroll a student in the Charlotte School District the parent or guardian **must** provide the following enrollment documents:

- Enrollment Form
- Original Certified Birth Certificate
- Residency Verification Affidavit with 2 proofs of residency
- Current Immunization Records
- Request for Educational Records
- Notification of Special Programs (if applicable, example: special education)
- Enrollment Transition Questionnaire
- Transportation Form
- Member Responsibility Form (Technology Use Form)

Certified Birth Certificate

Upon enrollment in the Charlotte School District, the parent/guardian must provide a copy of the child's certified birth certificate. Failure to do so will result in the referral of the case to the local law enforcement agency for investigation as required by Michigan Law (P.A. 415 as amended 1987).

Proof of Residency

The following will be considered proof of residency in the Charlotte Public School District:

- Drivers license
- Property tax statement
- Mortgage documents
- House closing documents
- Apartment/home rental lease
- Utility bill
- Voter registration card

If the parent and child reside with a relative or taxpayer in the district, the parent and relative/taxpayer **must** both come to the school office to register. The relative/taxpayer must provide the proof of residency as stated above and both must sign an affidavit for enrollment.

Immunization Requirements

The Michigan Department of Community Health, has issued immunization requirements for all students enrolling in school. All students entering Charlotte Schools need to submit proof of the required immunizations. A list of the required immunizations is included in the enrollment packet. Please contact your private health care provider to obtain any needed immunizations.

Special Education Students

Any new student who attends a special education program will need their parent/guardian to complete a Temporary Placement Form and they should bring a copy of their child's Individual Education Plan (IEP) if available.

Other Registration Information

- An enrollment packet must be filled out completely for each student in the household.
- Enrollment packets are available in the lobby of the Charlotte Aquatic Center or at the Student Services Office, Room 240 in the Charlotte High School.
- Enrollment packets may also be downloaded from our website: www.charlottenet.org under the K-12 Student Registration icon.
- Completed enrollment packets along with all other enrollment requirements must be dropped off at the Registrar's Office located in the Student Services Office at:

Charlotte High School
Room 240
378 State Street
Charlotte, MI 48813
517-541-5133