



ENROLLMENT OFFICE:
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 7th

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 .

إذا كنت تريد منا ان نترجم هذه الرسالة ، يرجى الاتصال بالمكتب الرئيسي في (313)875-8888

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