

## Student Enrollment

### NOTICE TO PARENTS

It is the School District's expectation that every child will return to school on time and be ready to attend class on the first day of school. Students returning after that date are ABSENT on the days that they have missed. Parents must write excusal letters or see the school principal to explain their child's late return. Students who do not attend or have their parents provide sufficient explanation for their absence by the fourth Friday of the School year will be dropped from membership and will have to re-enroll to receive a new class assignment. Parents are required by law to pick up their children from school at the end of the school day. The physical safety of children is a concern for everyone. Parental cooperation is important as we create a learner-centered, caring community.

### BIRTH RECORDS

Parent or guardians of students enrolling in the District for the first time must present a certified copy of the student's birth certificate. For additional information, call the Attendance Hotline, 494-1167.

### PRESCHOOL REGISTRATION

Children who are 3 years of age on or before December 1 may be eligible for Preschool. Contact your local school for more information. Children entering preschool must have the following immunizations: 4 doses of DTP, 3 doses of Polio, 1 dose MMR, 3 doses of HIB, 3 doses of Hepatitis B, and beginning January 2000, 1 dose of Baricella Vaccine (chickenpox). Birth certificate needed.

### KINDERGARTEN REGISTRATION

#### Minimum Age

Kindergarten students must be 5 years of age on or before December 1, Birth certificate needed.

#### Immunization

Parents of student entering kindergarten must present proof that at least one dose of the following immunizations has been received:

MMR Measles, Mumps and Rubella

Polio

DPT (Diphtheria, Pertussis, Tetanus)

or TD (Tetanus and Diphtheria)

## SCHOOL TRANSFER INFORMATION

### Change of Address

Families who have moved to a new school area over the summer must present proof of the new address (such as rent or mortgage receipts, utility bills, etc) to their child's new school.

### Special Education

Families of Special Education students who have moved over the summer must contact the Office of Specialized Student Services at 494-1640 to receive authorization for a new school placement. Staff will be available throughout the summer to receive calls.

### Change of School

Parents may complete a pupil adjustment application (form 55) for processing at a Parent and Community Information Center. This form is for students wishing to attend a school outside of their attendance boundary.

## ENROLLMENT OF FOSTER CHILDREN AND WARDS OF THE COURT

Foster Parents who do not have their student's proof of birth, immunization records, etc., should have their case worker submit a letter certifying the foster parents' status.

## ENROLLMENT OF NON-IMMIGRANT FOREIGN STUDENTS

The Federal Immigration and Naturalization Service has approved the Detroit Public School for attendance by non-immigrant foreign students.

Non-immigrant foreign students wishing to transfer to a Detroit Public School must register for their I-20 A-B in the Tuition/Immigration Office, Room 958, 5057 Woodward Avenue, Detroit, Michigan 48202.

The Tuition/Immigration Office must review the student's application, transcripts, and proof of financial responsibility before issuing the required Federal Form I-20 A-B.

The Tuition/Immigration Office must review the students application, proof of residency, verify Immigration Status and current immunization record before issuing the required enrollment card.

## TUITION AND NON-RESIDENT STUDENTS

One or both parents of a student enrolling in a Detroit Public

School must reside in the City of Detroit. All questions regarding residence will be investigated by the Attendance Department. For additional information, call the Tuition/Immigration Office, 494-1166.

**DEPARTMENT OF SOCIAL SERVICES VERIFICATION OF ATTENDANCE**

Verification of school attendance for the school year for the Department of Social Services cannot be completed for any student until he/she attends classes when school opens.