

Submitting Your Enrollment Documents

Office of Enrollment • 313.240.4377 • detroitk12.org/enrollnow

3 EASY STEPS TO ENROLLMENT

STEP 1

Complete and Sign Enrollment Package.

COMPLETED ENROLLMENT PACKET

- ☐ Enrollment Form
- ☐ Emergency Contact & Medical Authorization
- ☐ Annual Health Information
- ☐ Consent to Release Health Information
- ☐ Directory Information Opt Out
- ☐ Vaccine Consent Form
- ☐ Student Media Release

Complete one packet for each student. Fully complete all forms and sign where indicated.

AS-NEEDED FORMS

- ☐ **Kindergarten Waiver Form.** Required for students who are not 5 years old by Sept. 1st, but will be 5 by Dec. 1st of current year.
- ☐ **Prescribed Medication Form.** Required for students who use or keep medication at school.
- ☐ **Release of Medical Information.** Required for students who:
 - Receive special education services
 - Receive medicine while at school
 - Receive special procedures (tube feeding, catheterization, etc.)
 - Have chronic health conditions (asthma, diabetes, seizures, severe allergic reaction, etc.)

Forms may be downloaded from detroitk12.org/enrollnow

STEP 2

Gather Your Documents.

DOCUMENTS REQUIRED

- ☐ Birth Record
- ☐ Proof of Address (2 forms)
- ☐ Photo ID
- ☐ Immunization
- ☐ Student Records

View the reverse side of this flyer for examples of acceptable documents and available support resources.

Include IEP or 504 plan if your child has one.

STEP 3

Submit Your Enrollment Material.

Visit detroitk12.org/enrollnow for all enrollment options.

Enrollment material may be submitted at your selected school, at detroitk12.org/enrollnow, or (if available) at a Pop-Up Enrollment location. Exam or Application Schools require an application prior to enrolling.

It is recommended that personal documents be submitted directly at a school.

Enrollment Documents

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Below are acceptable forms of required documentation for the enrollment process.

BIRTH RECORD

- Birth certificate (preferred)
- Baptismal or religious certificates showing the date of birth
- Court records
- Governmental records (county, military, passport, immigration)
- Adoption records
- Doctor or hospital records with a sworn statement
- Family records (e.g. an entry in a family bible)

Notarized affidavit is required for birth record documents other than an original birth certificate.

Resources

- **Wayne County Clerk's Office**
313-224-0270
- **State of Michigan Vital Records Office**
517-335-8666
- **Post Office**
(Passports)

PROOF OF ADDRESS (2 forms)

- Government-issued photo ID
- Public assistance documents
- Official government mail
- Detroit ID
- W2 or pay stub
- Utility bills

PHOTO ID

- Driver's License
- Passport
- Military ID
- Detroit ID
- State ID

Resources

- **Secretary of State**
888-767-6424
- **Family Independence Agency**
- **Detroit ID**
800-408-1599
- **Post Office**
(Passports)

IMMUNIZATION

- Immunization Record
- Immunization Waiver

Resources

- **Detroit Health Department** 313-876-4000
- **Michigan Care Improvement Registry (MCIR)**
- **School-Based Health Center (SBHC)** 313-874-8323
- **Waivers - Wayne County Dept. of Health** 734-727-7125

STUDENT RECORD

- Transcript
- Report Card(s)

Or submit completed Transcript Request Form, available at detroitk12.org/enrollnow

Resources

- **DPSCD Student Records & Transcripts**
Contact the Parent Hotline 313-240-4377
- New students should reach out to previous school district



Enrollment Form



School: _____ Date: _____

REQUIRED DOCUMENTS

The following documents are required in addition to the completed and signed enrollment form. They should be provided before the child's first day of school but must be submitted no later than 30 days from the first day.

- | | |
|---|--|
| <input type="checkbox"/> Parent/Guardian photo ID | <input type="checkbox"/> Two forms of proof of address, such as:
Driver's license, Detroit ID, W-2, public assistance documents, pay stub, official government mail, utility bill, etc. |
| <input type="checkbox"/> Student's birth certificate or birth record | |
| <input type="checkbox"/> Student's immunization record or waiver | |
| <input type="checkbox"/> Student's most recent transcript or report cards | |

*Some families may qualify for support with obtaining documents.

STUDENT INFORMATION

First Name:		Middle Name:		Last Name:		Suffix (Jr., III, etc.)	
Date of Birth: (MM/DD/YYYY)				Preferred Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male			
Primary Parent Phone (if applicable): ()				Primary Parent Email (if applicable):			
Grade Entering:		School Year:		Is the student a member of multiple births? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student's Physical Address:							
Street:						Apt #:	
City:			State:		ZIP Code:		
Mailing Address (if different from Physical Address)							
Street:						Apt #:	
City:			State:		ZIP Code:		
What country was the student born in?		If any country other than U.S.A., please answer the following two questions: What year did the student arrive in the U.S.A.? _____ (YYYY) When did the student first enroll in a U.S. school? _____ (MM/DD/YYYY)					
Does the student have an Individualized Education Plan (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the student have a 504 Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If you answered "Yes" to any of the above, please provide a copy of your special education document(s) with your enrollment packet.							
Has the student or family moved in the past three years looking for temporary or seasonal employment in agriculture or fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No							

STUDENT LANGUAGE

These questions about home and native languages are to determine the best instructional supports for your child.

Michigan welcomes families of all language backgrounds. Speaking more than one language is a valuable asset!

Please answer the two questions below. If your response to either question is a language other than English, the school district will give an assessment to see if your student may benefit from English language support.

What language is used most at home? _____ What language is used most by the student? _____

STUDENT RESIDENCY

The following questions are given to all students to ensure our district remains in compliance with federal law. Your answers will help school staff to determine if the student is eligible for certain support services.

Does the student live with his/her biological parent(s)?

☐ Yes ☐ No

Does the student live in any of the following types of residences?

☐ Shelter

☐ Transitional Housing

☐ Doubled Up/Shared housing with family, friends or others

☐ Hotel or motel

☐ Unsheltered (Such as: Campground, Car, Park, Abandoned Building, Substandard Housing, Bus or Train Station, etc.)

If you answer "no" to the first question OR have checked any of the residences listed above, please complete the McKinney Vento Student Referral Form at bit.ly/External-DPSCD.



FOSTER CARE

Is the student in Foster Care?

☐ Yes ☐ No

If so please provide the case worker's contact information:

Name: _____

Phone: _____

Email: _____

STUDENT ETHNICITY

SELECT ALL THAT APPLY

If you do not choose an answer, the U.S. Dept. of Education requires the District to supply answer on your behalf.

Student's Race (*select all that apply*):

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Hispanic or Latinx

☐ White (Select one)

☐ European

☐ Middle Eastern

☐ North African

☐ Native Hawaiian/Other Pacific Islander

PREVIOUS SCHOOL INFORMATION

School student most recently attended

Name: _____

City/State: _____

Student ID Number (*current DPSCD students*) _____

INFORMATION OF PARENT / GUARDIAN 1

First Name: _____

Last Name: _____

Relationship to Student: _____

Cell Phone: () _____

Home Phone: () _____

Work Phone (*if applicable*): () _____

Email: _____

Same address as student's physical address?

☐ Yes

☐ No, provide address:

Street: _____

Apt #: _____

City: _____

State: _____

ZIP Code: _____

Does the parent/guardian require communication from the school in a language other than English?

☐ No ☐ Yes, what language? _____ Written _____ Spoken _____

Is the parent/legal guardian currently serving in any branch of the Army, Navy, Air Force, Marines, or Coast Guard?

This includes the Michigan National Guard or Reserve personnel.

☐ Yes ☐ No

INFORMATION OF PARENT / GUARDIAN 2

First Name:	Last Name:	Relationship to Student:	
Cell Phone: ()		Home Phone: ()	
Work Phone (if applicable): ()		Email:	
Same address as student's physical address? <input type="checkbox"/> Yes <input type="checkbox"/> No, provide address:			
Street:			Apt #:
City:	State:	ZIP Code:	
Does the parent/guardian require communication from the school in a language other than English?			
<input type="checkbox"/> No <input type="checkbox"/> Yes, what language? Written _____ Spoken _____			
Is the parent/legal guardian currently serving in any branch of the Army, Navy, Air Force, Marines, or Coast Guard? This includes the Michigan National Guard or Reserve personnel. <input type="checkbox"/> Yes <input type="checkbox"/> No			

INFORMATION OF PARENT / GUARDIAN 3

First Name:	Last Name:	Relationship to Student:	
Cell Phone: ()		Home Phone: ()	
Work Phone (if applicable): ()		Email:	
Same address as student's physical address? <input type="checkbox"/> Yes <input type="checkbox"/> No, provide address:			
Street:			Apt #:
City:	State:	ZIP Code:	
Does the parent/guardian require communication from the school in a language other than English?			
<input type="checkbox"/> No <input type="checkbox"/> Yes, what language? Written _____ Spoken _____			
Is the parent/legal guardian currently serving in any branch of the Army, Navy, Air Force, Marines, or Coast Guard? This includes the Michigan National Guard or Reserve personnel. <input type="checkbox"/> Yes <input type="checkbox"/> No			

INFORMATION OF PARENT / GUARDIAN 4

First Name:	Last Name:	Relationship to Student:	
Cell Phone: ()		Home Phone: ()	
Work Phone (if applicable): ()		Email:	
Same address as student's physical address? <input type="checkbox"/> Yes <input type="checkbox"/> No, provide address:			
Street:			Apt #:
City:	State:	ZIP Code:	
Does the parent/guardian require communication from the school in a language other than English?			
<input type="checkbox"/> No <input type="checkbox"/> Yes, what language? Written _____ Spoken _____			
Is the parent/legal guardian currently serving in any branch of the Army, Navy, Air Force, Marines, or Coast Guard? This includes the Michigan National Guard or Reserve personnel. <input type="checkbox"/> Yes <input type="checkbox"/> No			

SIBLINGS AT TENDING DPSCD SCHOOLS

First Name:	Last Name:	Date of Birth: (MM/DD/YYYY)
Relationship to Student:	School Attending:	Grade:

First Name:	Last Name:	Date of Birth: (MM/DD/YYYY)
Relationship to Student:	School Attending:	Grade:

First Name:	Last Name:	Date of Birth: (MM/DD/YYYY)
Relationship to Student:	School Attending:	Grade:

First Name:	Last Name:	Date of Birth: (MM/DD/YYYY)
Relationship to Student:	School Attending:	Grade:

First Name:	Last Name:	Date of Birth: (MM/DD/YYYY)
Relationship to Student:	School Attending:	Grade:

MASS COMMUNICATIONS

Detroit Public Schools Community District uses mass communication tools including phone calls, emails or text messages to notify families about school closures, important news and events.

ACKNOWLEDGMENTS & SIGNATURE

I certify that the information provided on this Enrollment Form is true and correct. If necessary, I will allow an interview by the District to verify. I understand that incorrect information may be grounds for revoking enrollment. I understand that it is my responsibility to inform the appropriate school office if/when there is a change to any information on this form.

By signing this Enrollment Form, I accept and agree that if any statements and information used to determine residency are not accurate, I will be personally liable to pay to the District tuition and any fees incurred to collect tuition for all periods of time my student was a non-resident.

Parent or Guardian Signature

Print Name

Date

(MM/DD/YYYY)



DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.



District Emergency Contact and Medical Authorization Form



School: _____ School Year: _____

STUDENT INFORMATION

First Name:		Last Name:		Date of Birth: (MM/DD/YYYY)	
Grade:	Homeroom Teacher:		Homeroom Classroom Number:		
Home Address Street:			City:	ZIP Code:	
Student Cell Phone: ()			Student Email:		
Who does the student live with? Select all that apply: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Other Relative <input type="checkbox"/> Other _____					

EMERGENCY CONTACTS INFORMATION

PRIMARY CONTACT

First Name:	Last Name:	Cell Phone: ()	Home Phone: ()
Employer:	Work Phone: ()	Email:	
Relation to student:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____		

SECONDARY CONTACT

First Name:	Last Name:	Cell Phone: ()	Home Phone: ()
Employer:	Work Phone: ()	Email:	
Relation to student:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____		

ADDITIONAL CONTACT

First Name:	Last Name:	Cell Phone: ()	Home Phone: ()
Employer:	Work Phone: ()	Email:	
Relation to student:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____		

EMERGENCY CONTACTS INFORMATION - CONTINUED

ADDITIONAL CONTACT

First Name:	Last Name:	Cell Phone: ()	Home Phone: ()
Employer:	Work Phone: ()	Email:	
Relation to student:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Grandparent
	<input type="checkbox"/> Step Parent	<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Foster Parent
		<input type="checkbox"/> Other _____	

ADDITIONAL CONTACT

First Name:	Last Name:	Cell Phone: ()	Home Phone: ()
Employer:	Work Phone: ()	Email:	
Relation to student:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Grandparent
	<input type="checkbox"/> Step Parent	<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Foster Parent
		<input type="checkbox"/> Other _____	

EMERGENCY MEDICAL AUTHORIZATION

PART 1 - TO GRANT CONSENT

Only PART 1 or PART 2 below must be completed and signed.

I hereby give permission for a physician, licensed nurse, or other school employee designated by school administration, to administer medical treatment to my child in an emergency, including as a result of athletic participation, that threatens the life or health of my child. I understand that school staff and medical personnel will be acting in good faith, in accordance with applicable law and in the best interest of my child. DPSCD staff will adhere to applicable policies as well. By providing this consent, to the extent permitted by law, I voluntarily with full knowledge of its significance, release and hold harmless DPSCD, the Board of Education and its staff, contractors, agents, and volunteers from liability resulting directly or indirectly from the medical treatment provided. I further authorize a physician, licensed nurse or other school employee designated by school administration to cause my child to be transported to the nearest hospital for treatment in an emergency. I hereby assume responsibility for the costs of any medical treatment and transportation provided to my child which may include indemnification of DPSCD for such costs.

Parent or Guardian Signature

Print Name

Date

(MM/DD/YYYY)

Note: The above information will be shared with appropriate staff as necessary. This includes, but is not limited to, administrators, teachers, support staff, bus drivers, food service staff, custodians, coaches, and substitute employees. Please, notify the school nurse of any concerns.

PART 2 - REFUSAL TO CONSENT

Do not complete PART 2 if you completed PART 1.

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish school/district authorities to take the following action:

Parent or Guardian Signature

Print Name

Date

(MM/DD/YYYY)



DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.



Annual Health Information



Dear Parent/Guardian: The information on this form will be used to meet your child's health needs at the school. Please complete all sections of the form and then sign and return it to your child's teacher as soon as possible. Every student must have a new form completed each year.

School Name:		Grade:		Is your child new to the district? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student's First Name:		Middle Name:		Last Name:		Suffix (Jr., III, etc.)	
Date of Birth: (MM/DD/YYYY)							
Parent/Guardian Name:				Relationship to Student:			
Home or Cell Phone: ()				Work Phone: ()			
What type of health insurance does your child have? <input type="checkbox"/> Medicaid <input type="checkbox"/> Private <input type="checkbox"/> Unsure <input type="checkbox"/> My child does not currently have health insurance		If your child has Medicaid, please mark the plan name: <input type="checkbox"/> Aetna <input type="checkbox"/> Blue Cross Complete <input type="checkbox"/> HAP Midwest <input type="checkbox"/> McLaren <input type="checkbox"/> Meridian <input type="checkbox"/> Molina <input type="checkbox"/> Total Health Care <input type="checkbox"/> United <input type="checkbox"/> Other			What type of dental insurance does your child have? Healthy Kids (<i>please select which plan</i>) <input type="checkbox"/> Blue Cross Blue Shield <input type="checkbox"/> Delta Dental <input type="checkbox"/> Unsure which Healthy Kids plan <input type="checkbox"/> Private <input type="checkbox"/> Unsure		

Does your child have any of the following health conditions?

HEALTH CONDITION	YES	NO	HEALTH CONDITION	YES	NO	HEALTH CONDITION	YES	NO
Severe allergies (food, insects, drugs, latex)			Allergies (<i>seasonal</i>)			Heart Problems		
			Anxiety			Lead Poisoning		
If yes, please state what your child is allergic to (certain foods, insects, latex, etc) _____ _____ _____			Asthma or breathing problems			Pregnant		
			Attention Deficit Hyperactivity Disorder			Seizures		
			Behavioral Problems			Sickle Cell Disease		
			Bladder or Bowel Problems			Speech Problems		
			Dental Problems			Vision Problems		
If yes, please check the reaction that occurs: <input type="checkbox"/> Hives Trouble breathing <input type="checkbox"/> Swelling Other			Depression			Wears Glasses		
			Diabetes			Other Health Conditions, please list:		
			Head Injury or Concussions					
			Hearing Problems					

MEDICATIONS AND/OR SPECIAL PROCEDURES*

- Does your child require any daily medications to be taken at school? ☐ Yes* ☐ No
- Does your child require any emergency medications be kept at school? ☐ Yes* ☐ No
- Does your child require any special procedures to be done at school?
(g-tube feeding, catheterization, etc.) ☐ Yes* ☐ No

*** If you answered yes to any of the above questions under Medications and Special Procedures, please complete the Authorization for Release of Medical Information form. If needed, please have your provider complete the Prescribed Medication form. Both forms are available at detroitk12.org/enrollnow and must be renewed every year.**

MEDICAL CARE PROVIDERS

Doctor's Name:	Phone: ()	Address:
Date of last physical: (MM/DD/YYYY)	<input type="checkbox"/> Unsure	
Dentist's Name:	Phone: ()	Address:
Date of last dental exam: (MM/DD/YYYY)	<input type="checkbox"/> Unsure	
Medical Specialist (optional):	Local Hospital:	
Phone: ()	Emergency Room Phone: ()	
Address:	Address:	

FAMILY NEEDS

- In the last 12 months, did you ever eat less than you felt you should because there wasn't enough money for food? ☐ Yes ☐ No

ACKNOWLEDGMENTS & SIGNATURE

I certify that this information is correct to the best of my knowledge and understand that it is my responsibility to inform the school if any of this information changes. I also understand that this information may be shared with need-to-know staff at my child's school in order to keep my child safe and protected while at school.

Parent or Guardian Signature Print Name Date (MM/DD/YYYY)

TO BE COMPLETED BY OFFICE STAFF

	DATE	STAFF PERSON
Form received		
Information entered into Student Information System		



DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.



Consent to Release Health Information



STUDENT INFORMATION

First Name:	Middle Name:	Last Name:	Date of Birth: (MM/DD/YYYY)
Parent/Guardian First Name:	Parent/Guardian Last Name:	Home or Cell Phone: ()	

CONSENT FOR RELEASE OF INFORMATION

By signing this Consent to Release Information form, I consent to the following:

- I authorize my child's school to disclose the following student information to the individuals/groups listed below: child's family and emergency contact information, attendance and disciplinary records, immunization history, results of health screenings such as hearing and vision, psychological evaluations, special education records, section 504 accommodation plan and any information related to medical conditions, such as asthma, diabetes or seizures.
 - My child's Health Care Provider(s)
 - My child's Health Insurance Plan
 - Michigan Dept. of Health and Human Services and Detroit Health Dept. (Immunization records only)
 - School-based health service providers – see below
- I understand that sharing this information will allow DPSCD to work with each of these individuals/groups to coordinate care, provide outreach services if necessary, and keep my child healthy and safe at school.
- I understand that I am entitled to receive a copy of any disclosed records. *(If you wish to receive a copy please provide an email or street address to which where the records should be sent.)*
- I understand that these individuals may further use records provided by DPSCD for contacting me and/or verifying information for student health related purposes.
- I understand that my authorization to allow sharing the above information is voluntary and that it expires when my child leaves the school district, or graduates. **I understand that I may revoke this authorization at any time by submitting a note or letter in writing to the school administration office.**

School-based health service providers may include any of the following:

- School Based Health Centers (SBHC): ability to diagnose and treat many common conditions such as sore throats, headaches, and ear infections, and also manage chronic health conditions. The SBHC may also provide behavioral health services.
- Dental Services: may include oral health education, screenings, fluoride varnish application, preventative care and cleaning, restorative/corrective care.
- Vision Services: may include screening, examination, treatment and/or corrections such as eyeglasses.
- Immunization Services
- Behavioral Health Services

In order for your child to receive these services, from these providers, you will need to complete a separate enrollment form with each of the providers.

Parent/Guardian Name:	Relationship to Child:	Date: (MM/DD/YYYY)
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Permission for Collaboration for Your Child's Health Health Care providers, Health Plans and Health Departments



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Generally, schools must have written permission from the parent, or student if over 18, in order to release any information from a student's education record.

Permission for what?

Detroit Public Schools Community District is requesting your consent because we may need to share information contained in our student records with your child's Health Care Provider, Health Insurance Plan, a School-Based Health Service Provider, or as required by law, including to the Michigan and Detroit Departments of Health. Health Care Providers are the physician(s) or nurse practitioner(s) who take care of your child, as noted in the district's records. A Health Plan is an organization that administers your child's health care benefits, such as Medicaid or a health insurance company.

Why is this important?

This consent form allows the district, when requested or necessary by law, and/or to assist with coordination of health care, including benefits, by sharing health information from the student's education record. Without your consent, the district is limited in how it can collaborate with your child's Health Care Provider, Health Insurance Plan, or a School-Based Health Service Provider to help you or your child.

What this form does not do.

- This form only authorizes the district to disclose information for limited purposes, with your consent. Each Health Care Provider, Health Insurance Plan, or a School-Based Health Service Provider may have its own way of getting permission from you for them to share information with the district.
- Your signature does not authorize the district to obtain medical treatment for your child on your behalf.

**Please help us link you and your child to health services
by signing and returning the previous page.**



Directory Information Opt-Out



The Family Educational Rights and Privacy Act, a federal law, and Detroit Public School Community District (“District”) Board Policy allows districts to disclose designated “directory information” to third parties, unless a student’s parent or legal guardian opts out.

Directory information includes the student’s name, school name, participation in officially recognized activities and sports, height and weight (if member of an athletic team), date of graduation, awards received, telephone numbers and/or home addresses (for inclusion in school or PTA directories), and school photos or videos of students participating in activities, events or programs. Only directory information regarding a student shall be released to any person or party, other than the student or his/her parent, without written consent.

Director information is commonly used in school publications, yearbooks, activity and athletic programs, television productions, web sites, as well as inquiries from community partners, other schools, and potential employers. In addition, the District is required by law to provide, upon request, military recruiters with the same access to directory information as is provided to prospective employers.

We take student data privacy seriously. Parents or guardians should complete this Directory Information Opt-Out Form if they do not want some or all the directory information shared with third parties. **The form can be completed online at <https://bit.ly/DPSCDoptout>.**



VACCINES FOR CHILDREN

Immunizations play an important role in keeping students healthy by preventing the onset and spread of disease.

The Michigan Public Health Code requires all children who attend school in Michigan to have an up-to-date immunization history or a valid waiver on file.

Childhood Recommended Immunizations (*School Required)

- Diphtheria, Tetanus, Pertussis (DTP, Dtap, Tdap)*
- Polio*
- Measles, Mumps, Rubella (MMR)*
- Hepatitis B*
- Meningococcal Conjugate (MenACWY)*
- Meningitis B* (16 & Older)
- Varicella (Chickenpox)*
- Influenza
- Hepatitis A
- Human Papillomavirus Vaccine (HPV)
- Pneumococcal
- *H. influenzae* type B (Hib)*



COVID-19 Vaccines are available for students, for more information visit <https://bit.ly/375Cyhs>



For more information on Immunizations, visit <https://bit.ly/3DWhE0f>

Michigan law requires that each student possess a certificate of immunization at the time of registration or no later than the first day of school. Please provide this certificate to your school administrative team.



Vaccine Consent Form

Student Name: _____ Birth Date: _____ Age: _____

Street Address: _____ City, State, Zip: _____

Telephone: _____ Male Female (circle one)

School Name: _____ Grade: _____

VFC Eligibility: _____

Insurance Type (circle): **Private** **Medicaid** **No Insurance** **Under-insured** **American Indian/Alaskan Native**

Parent/Guardian Name: _____

CONSENT FOR VACCINATION: Detroit Public Schools Community District (DPSCD) will review my child's information in the Michigan Care Improvement Registry (MCIR). Based on the information in MCIR, I authorize the DPSCD and/or its School-Based Health Center Partners to administer all recommended or needed vaccines for his/her age. This consent form authorizes the administration of multiple doses of a vaccine, as medically indicated. Combination vaccines will be used as available, unless contraindicated.

I have read and understood the Vaccine Information Statement(s) available online at [MDHHS - Vaccine Information Statements \(VIS\) \(michigan.gov\)](http://MDHHS-Vaccine-Information-Statements(VIS)(michigan.gov)) for the recommended vaccine(s). I understand the benefits and risks of the recommended vaccine(s) and I understand the immunization(s) administered is entered into MCIR. This consent form will expire after the last vaccination is given in a vaccine series.

Parent/Guardian Signature: _____ Date: _____

Please check Yes or No	Yes	No
Does the child have any allergies to medication, food, a vaccine component, or latex?		
Has the child had a serious reaction to a vaccine in the past?		
Has the child had a health problem with lung, heart, kidney, or metabolic disease (diabetes), asthma, or a blood disorder? Is he/she on long term aspirin therapy?		
Has the client, a sibling, or a parent had a seizure? Has the client had brain or other nervous system problems?		
Does the client have cancer, leukemia, HIV/AIDS, or any other immune system problem?		
In the past 3 months, has the client taken medications that weaken their immune system, such as cortisone, prednisone, other steroids, or anticancer drugs, or had radiation treatments?		
In the past year, has the client received a transfusion of blood or blood products, or been given immune (gamma) globulin or an antiviral drug?		
Is the client pregnant or is there a chance she could become pregnant during the next month?		
Has the client received vaccinations in the past 4 weeks?		
Has the client received a TB skin test this month?		

Students Rise. We all Rise



PLEASE NOTE!!!! VACCINE REFUSAL SECTION BELOW

COMPLETE SECTION BELOW IF YOU DO NOT WANT YOUR CHILD TO RECEIVE A VACCINE

VACCINE REFUSAL: Place a check next to the vaccine(s) that you **do not** want your child to receive and **sign**.

<input type="checkbox"/> DTaP/Tdap/Td	<input type="checkbox"/> Pneumococcal	<input type="checkbox"/> Meningococcal ACWY	<input type="checkbox"/> Polio
<input type="checkbox"/> Hib	<input type="checkbox"/> MMR	<input type="checkbox"/> Influenza	<input type="checkbox"/> HPV
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Men B	<input type="checkbox"/> Varicella

My child, as named above, should not receive the above vaccines as indicated by a check mark. I understand the possible consequence(s) of not allowing my child to receive the recommended vaccines.

Parent/Guardian Signature: _____ **Date:** _____

For Staff Use Only:

Verbal Consent for Vaccination

Name of DPSCD Staff Member Making the Call:

Name of Parent or Guardian: _____

Date: _____

Time: _____

Parent/Guardian has provided authorization for DPSCD and/or its School-Base Health Center Partners to Provide Vaccines to the student. Please circle the appropriate answer. (Yes) (No)

Additional Comments: _____

Students Rise. We all Rise



STUDENT MEDIA RELEASE



PLEASE PRINT ALL INFORMATION

To the parent or guardian of: _____
(Print Student's Name)

On occasion, Detroit Public Schools Community District-approved non-commercial video, photographic and/or audio production crews may be present at the school or at a Detroit Public Schools Community District-sanctioned activity your child attends, in order to highlight the activity, school, student, original student work or the District in the interest of promoting public education. If you consent to your child's participation or showcase of their original work in the video/photographic/ audio, productions/interviews/activities or social media postings that may take place, please sign below after reading the following.

I, _____, am the parent/guardian of the above-named student.
(Print Parent/Guardian Name)

In the interest of public education, I hereby authorize the Detroit Public Schools Community District, its Board of Education, and the non-commercial production crews, acting through their authorized employees or agents, to use, publish, and copyright audio and/or visual reproductions of the above-named student's voice and/or image, and/or original student work alone or with other persons, with or without the use of the student's name for the sole use in the interest of public education connected with a DPSCD authorized project.

This release is in effect in perpetuity from the date _____
(Print Student's Name)
becomes a student of _____ until the date his/her
(Print School Name)

status at DPSCD or at the school as a student terminates. I hereby release and hold the Detroit Public Schools Community District harmless from any liability, any and all injuries, claims, damages or costs arising from the use of images or recordings of any type and waive any request for remuneration.

Parent/Guardian Signature

Date

Address, City, Zip

KEEP THE COMPLETED FORM AT YOUR SCHOOL.

Office of Communications & Office of Marketing
ph: 313-873-3494 | communications@detroitk12.org



**Detroit Public Schools Community District and Detroit Public Library
have joined forces to offer a**

Free Public Library Card to Students in Grades K-12

*Give your child access to the resources of Detroit Public Library
at school, in the library, and at home.*

Library Card Application

Student Name		
First Name		
Middle Name		
Last Name		
School	Grade	

Cards are valid for one school year.

Parents will receive their child's library card number and user information via email.

*For more information on the benefits and responsibilities of library card ownership,
go to www.detroitpubliclibrary.org/DPSCD, call 313-481-1400, or
email ask-a-librarian@detroitpubliclibrary.org*

Parent/Guardian Consent

I accept responsibility for the choice and use of library resources on this card (including the open internet); I accept responsibility for the return of materials borrowed and fees for lost items; and my child and I agree to abide by the policies of the Detroit Public Library.

Parent/Guardian Signature: _____

There are no fines for late returns!



One-to-One Student Technology



Program Overview

The One-to-One Student Technology Initiative was launched to increase anytime, anywhere access to online learning resources, academic enrichment, and interventions to support student academic achievement. Through the One-to-One Student Technology Initiative, students will receive a learning device (iPad for PK-2nd grades or laptop for 3rd-12th grades) as an academic support tool. Students are responsible for the safekeeping and condition of their learning device, including reporting technical issues, damage, or loss. All equipment is the property of Detroit Public Schools Community District and must be returned in good working condition at the end of the school year or upon exit from the district.

Program Requirements:

- Parents must complete the [Family Orientation](#) to participate in the One-to-One program. [Scan the QR code below to watch the video.](#)
- Parents are required to complete the DPSCD One-to-One Program Agreement for their student to receive a device.
- Students must adhere to the Technology Acceptable Use Policy (po7540.03), Student Care of District Property Policy (po5513) and the Student Code of Conduct while using DPSCD devices and accessing the district network (email) and learning resources.
- In accordance with the Student Code of Conduct and State law, students who cause damage to district property shall be subject to disciplinary measures, and their parents shall be held financially responsible for such damage to the extent of the law. The District reserves the right to impose fines for the loss, damage, or destruction of district equipment.
- Any loss or theft of laptop or iPad must be reported to the school immediately to lock and disable the device. A police report should be filed with DPSCD Police Department for stolen equipment.

Internet-at-Home. Do you have reliable Internet access available at home?

Reliable Internet access is defined as Wi-Fi provided by an Internet Service Provider (Comcast, AT&T, Wow, Dish, Spectrum, etc.) connected at the residence/home; not using the Internet on a cell/mobile device, as this connection is not classified as reliable for student learning.

Yes ☐ No ☐

Acknowledgement:

I have completed the [One-to-One Student Technology Initiative Family Orientation](#) (video links below) and understand the program requirements, expectations for device use and care, and technical support available. I have discussed expectations for device care and use for educational purposes with my student as well. I certify consent for my child to participate and receive a learning device from Detroit Public Schools Community District.

Parent Name _____

Parent Signature _____

Student Name _____

Student DOB _____

[One-to-One Student Technology Initiative Family Orientation](#)



[SPANISH- One-to-One Student Technology Initiative Family Orientation](#)



[ARABIC- One-to-One Student Technology Initiative Family Orientation](#)





Student Technology Use Agreement



AGREEMENT FOR STUDENT USE OF LAPTOP COMPUTER

This Agreement is made by and between Detroit Public Schools Community District (“DPSCD”) and the student (“Student”) named in this online form and is effective upon submission. DPSCD and Student agree as follows:

A. Purpose of Agreement. DPSCD is pleased to make available for Student’s use, in connection with his/her enrollment with the District, a laptop computer and/or LTE internet hotspot for the purpose of conducting schoolwork. It is intended only for the use of the DPSCD student to whom it is assigned. Student’s permission to use the laptop is strictly subject to the terms and conditions of this Agreement. Read the Agreement for Student Use of Laptop Computer to understand the terms of use for district technology. For the purposes of this Agreement, the term “laptop” or “laptop computer” shall refer to the laptop computer assigned to the Student, along with all accompanying peripherals, including an LTE internet hotspot, received with the laptop computer or as may from time to time be provided for Student’s use under this Agreement.

B. Student’s Rights and Responsibilities.

1. **Term of Use of the Laptop.** Student shall be granted use of the laptop computer while enrolled in good standing with DPSCD. The use of the laptop shall be governed by the DPSCD Student Acceptable Use and Safety Policy (7540.03).

2. **Care of the Laptop.** Student shall maintain appropriate oversight and security of the laptop. Student may take the laptop computer home, or to other locations outside of school hours. Student is responsible, at all times, for the care, security and appropriate use of the laptop computer. Negligence found in securing items that are otherwise damaged, stolen, or misplaced may result in disciplinary action and/or repair or replacement fees.

3. **Return of Laptop to DPSCD.** Student must return the laptop to DPSCD within five (5) days upon the occurrence of any of the following events:

- a. Student ceases to be enrolled by DPSCD;
- b. DPSCD provides Student with five (5) days’ notice that the laptop must be returned; or
- c. Student fails to perform any of his/her obligations under this Agreement.

Upon return of the laptop to DPSCD, DPSCD shall have an absolute right to any and all information or data on the laptop and will have no liability whatsoever for the loss, destruction, or misuse of information or data on the laptop.

4. **Failure to Return Laptop.** If Student fails to return the laptop as required, DPSCD may exercise all options available to it under DPSCD policies and applicable state or federal law.

5. **Alterations and Attachments.** Student may not make any alterations in or add attachments, hardware, or software to the laptop computer absent express written permission from DPSCD, which permission is at the sole option of DPSCD.

6. Risk of Loss. Student agrees that from the time the delivery of the laptop is accepted and until the laptop is returned to DPSCD in its original condition, normal wear and tear excepted, Student shall be responsible for any loss or damage thereto. If the laptop computer is lost, stolen, destroyed, damaged where the repair costs exceeds the value of laptop or in the event of any confiscation, seizure or expropriation by government action, or if the laptop is not returned to DPSCD upon the events and within the time and manner required by this Agreement, then the Student shall be liable to DPSCD immediately upon demand for the payment of an amount calculated by DPSCD that is equal to the full replacement value of the laptop at the time of loss. Hardware or software additions made to the laptop at Student's expense are at Student's risk and will not be a factor in the fair market value of the laptop. If part of the laptop is damaged but repairable Student shall be liable for the expense of repairing that item if not covered by the manufacturer's warranty. If payment is not received, DPSCD, may exercise all options available to it, under applicable law.

7. Notification of Loss, Damage, or Malfunctioning. Student agrees to immediately notify DPSCD upon the occurrence of any loss to, damage to, or malfunctioning of any part of the laptop for any reason and cooperate in any police investigation required following the loss or theft of the laptop. DPSCD, at its option, may then terminate Student's right to use the laptop and any right Student may have to further participate in the staff laptop program. The laptop computer is configured for optimal use on the DPSCD network. Detroit Public Schools Community District's Technology Division will not assist Student at his or her home in order to connect the laptop to other Internet providers.

8. Inspection by DPSCD. Upon reasonable notice, Student shall permit persons designated by DPSCD to examine the laptop computer.

C. DPSCD Rights and Responsibilities

1. Ownership of Laptop. The laptop computer is and shall remain DPSCD property.

2. Enforcement of Manufacturer's Warranty. Upon receipt of a written request from Student during the term of this Agreement, DPSCD shall determine if it will take all reasonable effort to enforce any manufacturer's warranty, express or implied, issued on or applicable to the laptop computer and which is enforceable by DPSCD in its own name. DPSCD will make reasonable efforts to obtain for Student and Parent all service furnished by the manufacturer in connection, therewith; provided, however that, DPSCD shall not be obligated to commence or resort to any litigation to enforce any such warranty. If any such warranty is enforceable by Student in his or her own name, upon receipt of a written request from DPSCD during the term of this Agreement, Student shall take all reasonable action requested by DPSCD to enforce that warranty, and Student shall obtain for DPSCD all service furnished by the manufacturer in connection therewith. **DPSCD SHALL HAVE NO LIABILITY WHATSOEVER FOR THE LOSS, DESTRUCTION OR MISUSE OF ANY INFORMATION, SOFTWARE OR DATA EXISTING ON THE EQUIPMENT. PROTECTION AND BACKUP OF DATA ON AND FOR THE EQUIPMENT IS STUDENT'S SOLE RESPONSIBILITY.**

Acknowledgement:

I have read and understand the Student Technology Use Agreement.

Parent Name _____ Parent Signature _____

Student Name _____ Student DOB _____