

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
- Student Technology Acceptable Use Policy
- 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 a Drop Box, or (if available) at a Pop-Up Enrollment location. Visit detroitk12.org/enrollnow for more information. Exam or Application School require an application prior to enrolling.

It is recommended that personal documents be submitted directly at a school or at a Pop-Up location.

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