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.*

**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

**IMMUNIZATION**
- Immunization Record
- Immunization Waiver

**STUDENT RECORD**
- Transcript
- Report Card(s)

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

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

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

- 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

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

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