

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
- Free & Reduced Lunch
- Student Media Release

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

AS-NEEDED FORMS

- Kindergarten Readiness Form.** Required for all incoming Kindergarten students.
- 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, catherization, 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