

Fall 2020 Enrollment – Now Open and COVID-safe

Enrollment Team launched new processes to collect enrollment forms in light of COVID-19

Online upload of completed enrollment forms

How do I enroll?
We are now enrolling students for Fall 2020! Follow the steps below to enroll in a Detroit Public Schools Community District.

Step 1.

Fill out enrollment forms

3 options available!

- Complete and upload a digital enrollment packet
- Request a paper packet by mail
- Visit an Enrollment Drop Box

Option 1: Complete a Digital Enrollment Packet

Links to fillable PDF enrollment forms can be found below. Forms can be printed, or completed on your device. Please download and save the forms to your device *before* filling out the forms. A parent or legal guardian will be required to complete and sign all enrollment forms. Forms are also available in [Spanish](#), [Arabic](#) and [Bengali](#) on this page.

Once all enrollment forms are completed and signed, you can upload them using the link below.

[Upload Completed Enrollment Forms](#)

Enrollment Drop Boxes



Request Enrollment Packets by Mail

ENROLLMENT DOCUMENTS
Please submit completed and signed enrollment documents in this envelope. Questions? Please visit detroitk12.org/enroll or call (313) 240-4377.

For staff use only. Check off all verified documents.

<input type="checkbox"/> Enrollment Form	<input type="checkbox"/> Transcript or Report Card
<input type="checkbox"/> Emergency Contact Form	<input type="checkbox"/> Parent/Guardian Photo ID
<input type="checkbox"/> Annual Health Form	<input type="checkbox"/> Student Birth Certificate or Birth Record
<input type="checkbox"/> Health Information Sharing Consent	<input type="checkbox"/> Two Forms of Proof of Address: Driver's license, Detroit ID, W-2, pay stub, public assistance documents, official government mail, utility bill, etc.
<input type="checkbox"/> Student Media Release	
<input type="checkbox"/> Student Immunization Record or Waiver	

Student's Name: _____

School Name: _____

School Code (Insert code from reverse side): _____

Grade Entering _____

Please click www.Detroitk12.org/enrollnow for the latest enrollment processes

Fall 2020 Enrollment – Uploading Completed Forms

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Step 1.

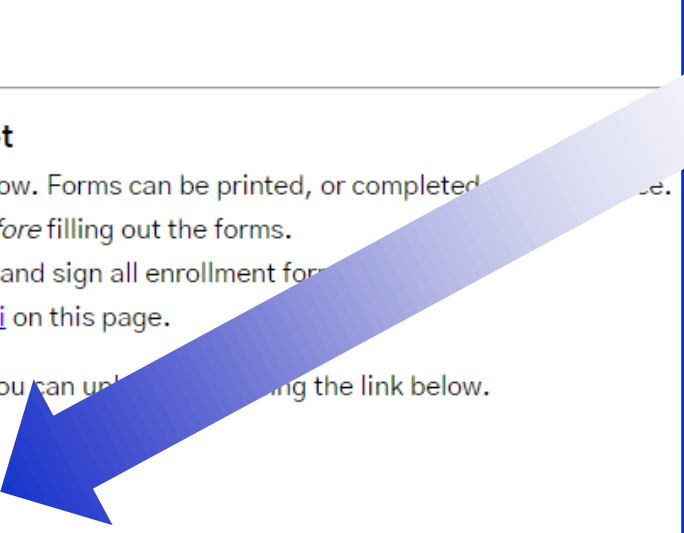
Fill out enrollment forms

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Option 1: Complete a Digital Enrollment Packet
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A parent or legal guardian will be required to complete and sign all enrollment forms.
Forms are also available in [Spanish](#), [Arabic](#) and [Bengali](#) on this page.
Once all enrollment forms are completed and signed, you can upload them using the link below.

[Upload Completed Enrollment Forms](#)



Families can download fillable PDF copies of enrollment forms from the enrollment webpage. Forms available in **English, Spanish, Bengali, Arabic**

Completed forms, as well as required documents, can be uploaded via a Qualtrics survey.

Enrollment forms and survey found at www.Detroitk12.org/enrollnow

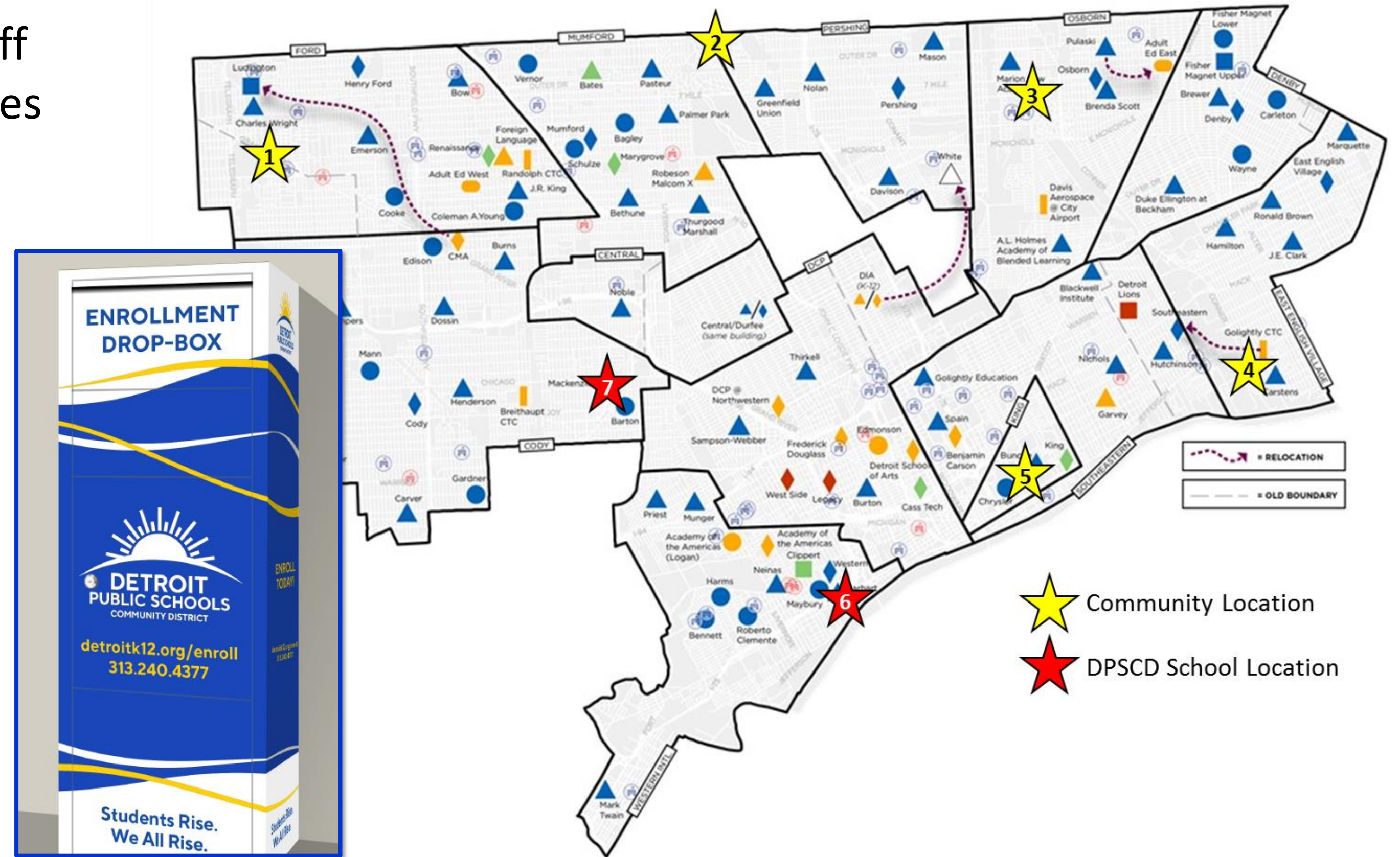
Fall 2020 Enrollment – Drop Boxes

Families can pick up and drop off enrollment packets at Drop Boxes located throughout the city

Now Live!

- **Meijer (Grand River) - District 1**
- **Meijer (8 Mile) - District 2**
- **Parkway Foods - District 4**
- **Pick & Save - District 3**
- **Family Fair Market - District 5**
- **Clemente - District 6**
- **Mackenzie - District 7**

Addresses and Drop Box map found at www.Detroitk12.org/enrollnow



Fall 2020 Enrollment – Request Packets by Mail

The image shows two parts of the enrollment process. On the left is a white envelope for 'DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT' with the slogan 'Students Rise. We All Rise.' and the title 'ENROLLMENT DOCUMENTS'. It includes fields for 'Student's Name', 'School Name', 'School Code', and 'Grade Entering'. A 'PAID' stamp is visible in the top right corner. On the right is a screenshot of the website's enrollment page. The header features the district logo and navigation options like 'Select a School', 'I want to...', and 'Search'. The main content area is titled 'Option 2: Request Paper Enrollment Packet By Mail' and provides instructions on how to request a packet, including a list of forms to be included (Enrollment Form, Emergency Contact Form, Annual Health Form, Health Information Sharing Consent, Transcript or Report Card, Parent/Guardian Photo ID, Student Birth Certificate or Birth Record, and Two Forms of Proof of Address). A yellow button at the bottom of the screenshot is labeled 'Request Enrollment Packet By Mail'.

Families can submit a request to have enrollment packet(s) mailed to their home. Packets will arrive in 7-10 days.

Mailing requests can be submitted by calling the Parent Hotline or by completing an online Qualtrics survey.

www.Detroitk12.org/enrollnow

Once complete, enrollment packets can be dropped off at an Enrollment Drop Box. *Packets should NOT be dropped in a USPS mailbox*

Fall 2020 Enrollment – New Enrollment Forms*

DETROIT PUBLIC SCHOOLS
COMMUNITY DISTRICT
Students Rise. We All Rise.

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.

Parent/Guardian photo ID
 Student's birth certificate or birth record
 Student's immunization record or waiver
 Student's most recent transcript or report cards

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.

*Some families may qualify for support with obtaining documents.

STUDENT INFORMATION

First Name: _____ Middle Name: _____ Last Name: _____ Suffix (Jr., III, etc.) _____

Date of Birth: ____/____/____ Gender: Female Male

Student Phone (if applicable): (____) _____ Student Email (if applicable): _____

Student's Physical Address:

Street: _____ Apt #: _____

City: _____ State: _____ ZIP Code: _____

Mailing Address (if different from Physical Address)

Street: _____ Apt #: _____

City: _____ State: _____ ZIP Code: _____

Grade Entering: _____ School Year: _____ Is the student a member of multiple births? Yes No

Was the student born in the U.S.A.? Yes No: When did the student first enroll in a U.S. school? _____ (month/year)

Does the student participate in Exceptional Education Programs (Special Education)? Select one.
 No Yes. Student has an Individualized Education Plan (IEP)
 Yes. Student has a 504 Plan Yes. Other _____

Has the student or family moved in the past three years looking for temporary or seasonal employment in agriculture or fishing?
 Yes No

DetroitK12.org/Enroll (313) 240-4377

Required Forms - Updated format and questions

- Enrollment Form
- Emergency Contact Form
- Annual Health Form
- Health Information Sharing Form
- Student Media Release

As-needed Forms

- Kindergarten Readiness Assessment Form – **NEW** Required for all Kindergarteners
- Kindergarten Waiver Form - Required for students turning 5 between Sep 1 and Dec 1
- Prescribed Medication Form - Required for students taking meds at school
- Release of Medical Information - Required for students that meet criteria – listed on form

Required Documents

- Child's birth record (1 form)
- Proof of address (2 forms, can include ID)
- Parent/guardian photo ID
- Transcript or Report Card
- Immunization Record OR Waiver

Make sure you click to
www.Detroitk12.org/enrollnow
for the latest forms and processes

***Forms available in Bengali, Arabic, and Spanish**

Enrollment – Key Takeaways

- ✓ **3 Ways to Enroll:** Upload forms online, Request packet by mail, Pick up/drop off packets at Drop Boxes
 - Art assets for Drop Boxes + story coming soon via Communications Principal toolkit
- ✓ **New enrollment forms** for fall 2020
- ✓ Click www.Detroitk12.org/enrollnow for the latest enrollment information