



# Pre-enrollment checklist

Before beginning enrollment, use this checklist to verify you have all of the required information and documents

- 1 Household information
- 2 Student information
- 3 Primary contacts
- 4 Emergency contacts
- 5 Required documentation:

If taking pictures of documents to submit, please make sure there are no shadows or glare.  
No screenshots please.

- **Parent Identification:**

- Michigan Driver's License - **BOTH SIDES** (NOT EXPIRED) OR
- Michigan State ID - **BOTH SIDES** (NOT EXPIRED)  
\*If you have not been able to update your driver's license, please upload your Secretary of State appointment email confirmation.

- **Proof of Residency: Present ONE of the following (Required)**

- **Homeowner:** Current Mortgage Statement, Current Property Tax Bill, Closing Statement (less than 2 months), Warranty or Quitclaim Deed (less than 2 months)
- **Renter:** Signed Current Lease, Notarized Landlord Affidavit (with expiration date on district form)

- **Address Verification:** Present TWO of the following categories (issued within the last 30 Days)

Cannot be from the same vendor (Required)

- Gas/electric bill (**water bills not accepted**)
- Telephone or cellular phone bill
- Cable or satellite TV bill
- Renter's or homeowner's insurance policy
- Bank or credit card statement
- Current automobile registration or insurance policy/statement

- **Student Birth Certificate (Required)**

- **Immunization Record (Required)**

- **Health Appraisal**

- **Vision Screening - Kindergarten and Young Fives only**

- **Most recent transcript/report card (if applicable)**

- **Special Education information or 504/IEP (if applicable)**

- **Court documents for specific instruction/restrictions for custody (if applicable)**

- **MHSAA Transfer Form Applicable for High School students transferring from another high school**