

Registration is not complete until all documentation listed below have been submitted. When you meet with your school official to complete the process, you may choose to complete the required documents ahead of time or your school official can provide you with a copy at your appointment.

1. **Original Birth Certificate** (with official raised seal)

2. **Immunization status** – up-to-date Immunization Record

3. **Proof of residency** - at least one document from each category (A and B) below:

**Category A**

- Mortgage statement that provides property description
- Current utility bill; gas, water, electric
- Lease agreement that is current and must indicate the term of the lease, the address of the lease property, the name of the property owner, the name of the lessee, and a listing of tenants.

**Category B - Parent Identification**

- Valid driver's license with current address
- Valid state photo identification card with current address

**Additional Parent/Guardian information if Applicable:**

- Notarized Residential Affidavit Form if living with relatives for a suitable home
- Custody Papers—a copy of the court order or custody agreement is required to be provided if the parents are separated or divorced and the enrolling parent is relying on the order or agreement as the basis for enrolling the child.

4. **Records Request** to authorize request for documents from former district

5. **Special Education Documents if applicable**

- Copy of most recent IEP required for services

6. **Other Documents**

- **Residency Affidavit**
- **Affirmation of Discipline Record**
- **Most Recent Transcript for Grades 9-12**
- **Most Recent Report Card for Grades K-8**
- **Technology Usage Agreements**
- **Student Medical Information Forms: if medication is needed during school day**
- **Kindergarten Only:** Health Appraisal Including Hearing and Vision Screening
- **High School Only:** MHSAA New student Transfer Information Form