



Dearborn Public Schools New/Returning Student Enrollment Check-list

Last Name: _____ First Name: _____ Grade: _____ ID#: _____

DOB: _____ Counselor/Teacher: _____ Transportation: Bus# _____ Walker

Address : _____ City: _____ State: _____ Zip: _____

*** If this form is used for Address Change, please indicate:

Previous Address: _____

Are you transferring from another Dearborn Public School? yes no If yes, what school? _____

We are looking forward to enrolling your child. When you have the following documents, please bring them to the school office.

I. Parent/Guardian:

1. Required Documents:

Received By School

- _____ **Official Certified Birth Certificate** (Original birth certificate in English; If not available, please fill out the 5111 form available at the school office)
- _____ **Probate Court Guardianship** Paper** (if applicable). All Guardianship** must be presented to the Office of Student Services at 18700 Audette, Dearborn MI 48124
- _____ **Government Issued Identification (Parent/Guardian**)**
(example: Driver's License/State ID card with current address, Resident Alien Card or Passport)
- _____ **Immunization Records or signed Waiver Form**
- _____ **Health Appraisal** (Physical-Kindergarten, Grade 6, Grade 9; please provide document for all students if incoming from other than US)
- _____ **Custody Papers** (if applicable)
- _____ **Report Card** (Elementary School, Middle School)
- _____ **Transcript** (High School)

2. Required Documents for Proof of Residence:

----- Parent(s) or Legal Guardian(s) ** Who Live in District (OWNER) -----

Please provide ONE of the following (original)

OR

Please provide TWO of the following

(current bill with current address, **NO** shut-off notices)

Received By School:

- _____ Closing Statement
- _____ Purchase Agreement (closing date w/in 30days)
- _____ Deed
- _____ Certificate of Occupancy (C of O)
- _____ Current Property Tax Bill

Received By School:

- _____ DTE Bill
- _____ Telephone Bill
- _____ Cable Bill
- _____ Satellite TV Bill

----- Parent(s) or Legal Guardian(s)** Who Live in District (RENTER) -----

Please provide ONE of the following

AND ONE of the following

Received By School:

- _____ Current signed Lease
- _____ Current Rent Receipt (monthly*)

Received By School :

- _____ Certificate of Occupancy
- _____ Landlord Affidavit

And if monthly* lease, Any ONE of the following:

(current bill with current address, **NO** shut-off notices; A current bill covers a service period ending within 30 days of the date of registration)

Received By School ___DTE Bill ___Telephone Bill ___Cable Bill ___Satellite TV Bill

----- Parent(s)/Legal Guardian(s)** and Student(s) Live with Someone Else in District (OWNER, RENTER) -----

The person(s) you are living with and are owners or renters in district must provide the documents as listed in item 2 (Required Documents for Proof of Residence) in addition to the Residency Affidavit. All Residency Affidavit must be completed in person at the Office of Student Services (Room 5, ASC), 18700 Audette, Dearborn, MI 48124 Phone: (313) 827-3005

****Guardianship must be finalized, court approved (signed by Judge)**

II. School:

Documents Provided By School

- _____ Emergency Contact Card
- _____ School Code of Conduct/Attendance Policy
- _____ Expulsion Verification
- _____ Lunch Application (1 per family)
- _____ Athletic Sports Physical (7th-12th grade)

Office School Use Only: _____ Enrollment Form _____ Request for Records _____ Email Student Services if Address Change

Documents received by (staff name): _____

Revised 6/2013.1 (Student Services)