**Submitting Your Enrollment Documents**

**Office of Enrollment • 313.240.4377 • detroitk12.org/enrollnow**

**3 EASY STEPS TO ENROLLMENT**

**STEP 1**
Complete and Sign Enrollment Package.

**STEP 2**
Gather Your Documents.

**STEP 3**
Submit Your Enrollment Material.
Visit detroitk12.org/enrollnow for all enrollment options.

**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*

**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.

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.*

**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

**IMMUNIZATION**
- Immunization Record
- Immunization Waiver

**STUDENT RECORD**
- Transcript
- Report Card(s)

*Or submit completed Transcript Request Form, available at detroitk12.org/enrollnow*