



# TROY SCHOOL DISTRICT ENROLLMENT REQUIREMENTS

## WELCOME TO THE TROY SCHOOL DISTRICT!

The first step in the enrollment process requires completing the **Online Student Enrollment** form at <https://registration.powerschool.com/family/gosnap.aspx?action=17611&culture=en>

After online enrollment, the documents outlined below must be submitted by the parent/legal guardian at the time of submission to Central Enrollment. Birth Certificates, Immunization Records, Student Transcripts or any vital documents required must be legible and in English. If the original documents are not in English, a Certified translation must be provided at the time of enrollment. *All processed and approved "Schools of Choice" and "Child of Employee" student(s) require the same documentation at enrollment.* **If you are unclear as to whether your student(s) qualify to enroll in the Troy School District, or you have unique family circumstances and/or questions that you would like to discuss, please call 248.823.4002 or 248.823.4004.**

### WE ENROLL ALL NEW STUDENTS AT:

Central Enrollment – Troy School District  
Administrative Building  
4400 Livernois  
Troy, MI 48098

Hours: MONDAY-THURSDAY  
9:00-11:00 a.m. / 1:00-3:00 p.m.

*Central Enrollment is closed on Fridays*

### PARENT/LEGAL GUARDIAN PICTURE ID *(used for parent/legal guardian identification)*

Driver's License, State ID, or Passport

### STUDENT'S ORIGINAL/CERTIFIED BIRTH CERTIFICATE

In addition to the Birth Certificate, please have student(s) passport available if student is moving from another country.

### PROOF OF RESIDENCY

Residency is based on where a parent/legal guardian owns and/or physically resides. Working within the Troy School District boundaries or owning rental property does not constitute residency. The following residency documents will be accepted and "the district reserves the right to verify residency information provided." Based on documentation received during this process, a "Principal Residents Exemption" form may be required for additional verification.

#### ESTABLISHED RESIDENT:

**Home Owner:** Parent/Legal Guardian's current Property Tax Statement and (2) current utility bills, each from a different source *(must include name and address of parent/legal guardian)*.

**Lease/Rental Agreement:** Parent/Legal Guardian's current "legal and/or notarized" Lease/Rental Agreement and (2) current utility bills, each from a different source *(must include name and address of parent/legal guardian, landlord or rental company name and phone number, address of rental, lease start and end date, and all appropriate signatures)*. Name(s) of student(s) being enrolled **MUST** be listed as tenants/occupants on Lease/Rental Agreement. **After initial enrollment, it is imperative that leases are kept up-to-date and renewals submitted to the "attending building" upon their expiration.**

#### NEW RESIDENT:

**New Home Purchase:** Parent/Legal Guardian's *(Purchaser's)* Closing Documents *(we will extract copies of Warranty Deed and Buyer's Closing Disclosure)*. Based on documentation provided, a "Principal Residents Exemption" and "Property Transfer Affidavit" may be required for additional verification. If family is moving from another home they own, a "Rescind of Principal Residents Exemption" from the previous home must be provided. After 30 days, (2) current utility bills, each from a different source *(must include name and address of parent/legal guardian)* must be provided to your student's attending building. Family **MUST** be currently residing at the home.

**New Lease/Rental Agreement:** Parent/Legal Guardian name as Leaseholder and name(s) of student(s) being enrolled **must** be listed as tenants/occupants on the "legal and/or notarized" Lease/Rental Agreement *and after 30 days, (2) current utility bills, each from a different source (must include name and address of parent/legal guardian, landlord or rental company name and phone number, address of rental, lease start and end date, and all appropriate signatures)*. Family **MUST** be

currently residing at the home. *After initial enrollment, it is imperative that leases are kept up-to-date and renewals submitted to the attending building upon their expiration.*

#### **PURCHASING/BUILDING A HOME AND NOT YET MOVED INTO THE DISTRICT:**

Parent/Legal Guardian's Purchase Agreement accompanied by a letter from the Bank/Lender with the anticipated closing date of the new home. Approved enrollment may be considered with a "waiver" from the district you currently reside in. *Please note: Immediate enrollment is not guaranteed and dependent on the verification process.*

#### **RESIDING WITH A TROY SCHOOL DISTRICT RESIDENT WHO OWNS THEIR OWN HOME:**

If the parent/legal guardian resides with a resident of the Troy School District, who owns their own home, you must provide the resident's current Property Tax Statement and (2) current utility bills, each from a different source (*must include name, address and phone number of home owner*). In addition, the parent/legal guardian of the student(s) must complete a "Residential Affidavit" form (*received at Enrollment*) and have it notarized. The "Residential Affidavit" will be reviewed yearly for approved renewal. The parent/legal guardian must also provide (2) current supporting documents such as utility bill, bank statement, etc., each from a different source (*must include name and address of parent/legal guardian*).

**\*PLEASE NOTE: If you own a home, physically occupy that home, or claim it as your primary residence on your taxes, you may not use another individual's residential information to enroll.**

#### **RESIDING WITH A TROY SCHOOL DISTRICT RESIDENT WHO LEASES/RENTS A PROPERTY:**

If the parent/legal guardian is residing with a resident of the Troy School District, who leases or rents a property, you will need their current "legal and/or notarized" Lease/Rental Agreement (*Landlord name and telephone number must be provided*), and (2) utility bills, each from a different source (*must include name and address of home owner, landlord or rental company name and phone number, address of rental, lease start and end date, and all appropriate signatures*). **THE PARENT/LEGAL GUARDIAN AND STUDENT(S) NAME MUST BE ON THE LEASE** as tenants/occupants. The parent/legal guardian must also provide (2) current supporting documents such as utility bill, bank statement, etc., each from a different source (*must include name and address of parent/legal guardian*). *After initial enrollment, it is imperative that leases are kept up-to-date and renewals submitted to the attending building upon their expiration.*

**\*PLEASE NOTE: If you own a home, physically occupy that home, or claim it as your primary residence on your taxes, you may not use another individual's residential information to enroll.**

#### **GUARDIANSHIP**

Only a Parent or Legal Guardian may enroll a student. Legal Guardianship documentation, obtained through the Courts, is required at the time of enrollment. If you have special circumstances other than these, please call to discuss.

**CURRENT IMMUNIZATION RECORDS – All immunization and shot information must be legible – if student is not immunized, a current waiver release must be provided from the Oakland County Health Department or licensed Physician.**

**VISION SCREENING RESULTS (KINDERGARTEN STUDENTS ONLY) – Must submit by first day of school**

**NAME AND ADDRESS OF PREVIOUS SCHOOL ATTENDED – Must complete Record Request Form at Enrollment**

**STUDENT TRANSCRIPTS/and or REPORT CARDS – Must submit at Middle School/High School Enrollment**

**SPECIAL EDUCATION SERVICES (IEP-Individualized Education Plan/Speech, etc.) and/or 504 PLAN (not considered Special Education Service)**

If your child is currently receiving Special Education Services and/or have a current 504 Plan, the most current documents are beneficial at time of Enrollment to ensure student's appropriate placement. Please let us know if we can assist in any way.

#### **IN THE CASE OF A DIVORCED PARENT/LEGAL GUARDIAN**

Protection and safety of our student(s) is a priority. Please specify if there are stipulations in the custody portion of your Divorce Decree and provide the supporting legal documentation during enrollment. At least one of the parent/legal guardians must reside within the Troy School District boundaries for the student(s) to be enrolled.

#### **ADDITIONAL FORMS COMPLETED AT TIME OF ENROLLMENT**

Registration Card, Record Request form, Concussion and Technology Use forms, and TSD Language Use Survey

##### **PLEASE NOTE**

Act 451 of 1976

380.1812 Refusal to give census information; false information; negligence of school census enumerator; penalty.

A person who refuses to give a school census enumerator the necessary information for the compiling of the census or who intentionally gives the enumerator false information as to the name or age of a school child or as to the names or residence of the parents or guardians of a school child, or a school census enumerator who performs the duties of an enumerator carelessly or negligently or includes in the census list names of school children who are not actually residents of the city or district, is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not more than 20 days, or both.

History: 1976, Act 451, Imd. Eff. Jan. 13, 1977

Popular Name: Act 451

January 2018