

# Dexter Community Schools

## Enrollment Instructions



**DEXTER  
COMMUNITY  
SCHOOLS**

Dexter Community Schools uses **Registration Gateway** to enroll new students. This program streamlines the enrollment process for staff and families and improves data accuracy. To enroll a student, a parent or guardian simply completes the online registration and brings supporting paperwork to our offices.

### To Enroll Your Student:

- Visit [www.dexterschools.org/enrollment](http://www.dexterschools.org/enrollment) and click on the **Enroll New Student** button on the right side of the page.
- You will be prompted to create an account and start the registration process.
- Once you complete online registration, provide your supporting documents:
  - You may mail, fax, or email your proof of residence, immunization record or waiver, custody documents (if applicable) and records release form to us (contact info below).
  - You will need to bring your photo ID and the student's original birth certificate or passport to the school office (or to the Superintendent's Office at Bates School in the summer).

If you do not have access to a web-connected computer at home, you may use a public computer in our school offices.

### The following documents can be used for proof of residence:

Homeowners (need one)	Renters (need two)	Other*
<ul style="list-style-type: none"> <li>• Most recent property tax statement</li> <li>• Purchase agreement</li> <li>• Closing papers document including property address, date of possession, and your name</li> <li>• Contract to build a home</li> </ul>	<ul style="list-style-type: none"> <li>• Lease agreement from landlord OR a notarized statement from the property owner/renter indicating living arrangement if you are not on a lease.</li> <li>• Utility bill or service agreement in your name.</li> </ul>	<ul style="list-style-type: none"> <li>• If you are living with relatives or friends on a long-term basis, we can accept a notarized statement to that effect from the homeowner or lessee, plus documentation that they are at the stated address (see options at left). Call 734-424-4102 with questions.</li> </ul>

*\*Families living in temporary housing may be eligible for special consideration. If you answer yes to the pertinent questions during online registration, we will contact you.*

Student enrollment is not complete until we have the birth certificate and proof of residence. If you have any further questions regarding registration, please contact us at the numbers below.

Welcome to Dexter Community Schools!

Christopher J. Timmis, Ed.D.  
Superintendent

Anchor Elementary (Y5-2)  
734-424-4120

Beacon Elementary (Y5-2)  
734-424-4130

Wylie Elementary (3-4)  
734-424-4140

Creekside Intermediate (5-6)  
734-424-4160

Mill Creek Middle (7-8)  
734-424-4150

Dexter High School  
734-424-4240

Bates School Administration Offices (when schools are closed)  
734-424-4100 ♦ fax 734-424-4112 ♦ email [info@dexterschools.org](mailto:info@dexterschools.org)