



TROY SCHOOL DISTRICT

ENROLLMENT REQUIREMENT OVERVIEW

(For New and Re-enrolling students)

Troy School District Website: www.troy.k12.mi.us

Enrollment Email: enrollment@troy.k12.mi.us

Register for the online enrollment process by completing the registration form at the following link, [TSD Enrollment Step 1](#). You will receive one e-mail from pssupport@troy.k12.mi.us to confirm your initial submission. If your submission is approved, you will receive a second e-mail from pssupport@troy.k12.mi.us with additional instructions along with your student's access code information. Once a Parent Portal is established you will be able to complete the next step of the online enrollment process.

During the second step of the online enrollment process, the following documents must be uploaded to the portal: Parent identification (i.e., driver's license with picture ID), birth certificate, passport, guardianship paperwork (if applicable), residency documents, immunization record, student transcript and/or report cards (if applicable), and IEP or 504 (if applicable). All must be legible and if not in English, a certified translation must be provided at time of enrollment.

We are unable to accept any faxed required documents due to the volume of paperwork. ALL processed and approved "Special Education," "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 contact Central Enrollment:

CENTRAL ENROLLMENT:	Kathy Koncagul	kkoncagul@troy.k12.mi.us	248.823.4002
	Laura Duzey	lduzey@troy.k12.mi.us	248.823.4004

REQUIRED DOCUMENTS:

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 provide student(s) passport (stamped with entry into US) if student is moving from or born in another country.

PROOF OF RESIDENCY

Residency is based on where a parent/legal guardian physically resides. Working within the Troy School District boundaries or owning rental property does not constitute residency. Resident homes that belong to or are rented by a relative or your daycare provider and are not the parent/legal guardian's legal residence, are not eligible for enrollment. 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" or additional documentation form may be required for verification. If changes or updates are made on a current lease or a lease is handwritten, the landlord must have the lease notarized for verification and include the landlord's name and contact information.

ESTABLISHED RESIDENT:

Homeowner: Parent/Legal Guardian's current Property Tax Statement/Bill 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 *(lease 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 if it is the student's primary home (in cases of divorced parents). **After initial enrollment, leases must be 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 along with the "Principal Residents Exemption" (signed and dated by the City) and "Property Transfer Affidavit" (signed and dated by the City) are required. 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 of occupancy, (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 to enroll.*

New Lease/Rental Agreement: Parent/Legal Guardian's 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 (lease 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 rental home. **After initial enrollment, leases must be 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:

Current residency proofs along with 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 where you currently reside. **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 (and you do not own a home elsewhere), you must provide the resident’s current Property Tax Statement/Bill and (2) current utility bills, each from a different source (*must include name, address, and phone number of homeowner*). 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 current 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. Temporary residence information will be reviewed and verified for appropriate school district placement.**



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 (and you do not rent property elsewhere), you will need their current “legal and/or notarized” Lease/Rental Agreement (*Landlord name and telephone number must be provided*), and (2) current utility bills, each from a different source (*must include name and address of homeowner, 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 leases must be 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 or a leased property to enroll. Temporary residence information will be reviewed and verified for appropriate school district placement.**

GUARDIANSHIP

Only a Parent and/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 Central Enrollment for review.

CURRENT IMMUNIZATION RECORDS – All immunization and shot information must be legible and in English – if student is not immunized, a current waiver release must be provided from the Oakland County Health Department or a licensed Physician at time of enrollment. Student cannot begin school without these records. Should you have questions or concerns, please reach out to Central Enrollment.

HEARING AND VISION SCREENING RESULTS and DENTAL ASSESSMENT (KINDERGARTEN STUDENTS ONLY) – Must submit by first day of school if not available during the enrollment process.

NAME AND ADDRESS OF PREVIOUS SCHOOL ATTENDED – Record Request permission provided during enrollment

STUDENT TRANSCRIPTS/and or REPORT CARDS – Must submit for Middle School and 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 have permanent residence within the Troy School District boundaries for the student(s) to be enrolled.

STUDENTS WHO REQUIRE ENGLISH LANGUAGE SUPPORT WILL BE ASSESSED FOR SUPPORT AFTER THE ENROLLMENT PROCESS IS COMPLETED

ADDITIONAL ENROLLMENT REQUIREMENTS (as applicable)

After review of completion to the online enrollment process, you will be notified if additional documentation is required.

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.