

West Bloomfield School District

Central Enrollment Dept
Phone: (248) 865-6453
Fax: (248) 847-1324



DUE TO THE COVID-19 OUTBREAK, ALL ENROLLMENT APPOINTMENTS ARE BEING DONE OVER THE TELEPHONE UNTIL FURTHER NOTICE

Enrolling your Child in West Bloomfield Schools

It is important that you upload ALL the required documentation prior to your enrollment appointment. Incomplete or missing documents will delay the enrollment, and can possibly require another appointment. Only a parent or legal guardian can enroll the child.

Required Documentation

- Parent/Guardian government issued photo identification with CURRENT address** (*driver's license, state I.D. card, passport, etc.*)
- Student's Birth Certificate** (*Certified copy with raised seal*)
Temporary: If birth certificate is missing - [Affidavit of Birth 30 day request](#) (*This document must be notarized by a Notary Public and be accompanied by a Passport, Hospital Record of Birth or Baptismal Record to be valid*)
- Proof of Residency - ONE** of the following:
 - Signed Lease Agreement including tenant and occupants' names, beginning and ending dates signed by ALL parties (*additional documentation may be required*)
 - Warranty Deed with LIBER number
 - Property transfer affidavit stamped by City or Township
 - Closing Statement with ALL signatures
 - Recent property tax statement
- Need TWO of the following - Must be current with name and address of parent/guardian** (*NO cable, home phone, mobile phone*)
 - Current Gas (Consumers Energy) statement (*Preferred*)
 - Current Electric (DTE) statement (*Preferred*)
 - Current Water bill
 - Auto Insurance or Registration
 - Current Bank Statement
 - Current Pay Stub
- If applicable, legal guardianship documentation obtained from the Probate Court is required at the time of enrollment.**
- Immunization Records** - Immunizations **must** be on file before student can attend school.
- Elementary & Middle School Students: Recent Report card** for students in grades 1 - 8 (students transferring mid-year must bring their grades to date from their old school)
- High School Students - Unofficial Transcript** for incoming students in grades 9 - 12 (students transferring mid-year must bring their grades to date from their old school).
- Discipline Record** from Previous School if applicable
- Special Education IEP and / or 504 documentation** if applicable
- Vision Screening (Kindergarten only)**

If the student is not living with the parent/legal guardian, or parent/legal guardian is not the Legal Resident, please contact the Central Enrollment Dept. at 248-865-6453, as additional paperwork and approval **will be** required prior to enrollment.