

# West Bloomfield School District

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



## **DUE TO COVID-19 PRECAUTIONS, ALL ENROLLMENT APPOINTMENTS ARE OVER THE TELEPHONE**

It is very important that you have **ALL** the required documentation uploaded or emailed before your telephone appointment. Incomplete or missing documents will delay the enrollment, and can possibly require another appointment. Only the parent or legal guardian can enroll the child.

### Required Documentation

- Parent/Guardian government issued photo identification** **FRONT & BACK 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:
  - Renter**  
Signed Lease Agreement including tenant and occupants' names, beginning and ending dates signed by ALL parties (*additional documentation may be required*)
  - Owner**  
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 (**only IF the parent/guardian's name is listed on the bill**)
  - Auto Insurance or Registration (**with parent/guardian's name and address listed**)
  - Current Bank Statement or Current Pay Stub
- If applicable, Custody or Legal Guardianship documentation obtained from the Probate Court.**
- Immunization Records** - Immunizations **must** be on file before student can attend school
- Immunization Waiver - MUST** be for the **CURRENT SCHOOL YEAR**
- Elementary & Middle School Students: Recent Report card** for students in grades 1 - 8 (students transferring mid-year must supply their grades to date from their old school as well)
- High School Students - Unofficial 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Transcripts** for incoming students in grades 9 - 12 (students transferring mid-year must supply their grades to date from their old school as well).
- Discipline Record** from Previous School if applicable
- Special Education IEP and / or 504 documentation** if applicable
- Vision Screening** (**Kindergarten only**)
- Bully-Free Student Pledge form**
- Concussion Awareness form**

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.