



2021—2022 ENROLLMENT INSTRUCTIONS

FOLLOW THE STEPS BELOW TO BEGIN THE ENROLLMENT PROCESS FOR NEW STUDENTS:

*** SCHOOL OF CHOICE students must receive an Approval Letter before beginning the Enrollment Process**

1. ONLINE PRE-ENROLLMENT

A. Complete the online Pre-Enrollment process by clicking on this link:

<https://sisweb.resa.net/Wyandotte/PreEnrollment>

Note: Completing the Pre-Enrollment process gathers basic student information but does **NOT** enroll your student!

2. COMPLETING THE ENROLLMENT PROCESS

Note: You will need to scan and save to your computer or provide a photograph from your mobile device the required documentation listed below. The documents will be uploaded during the online pre-enrollment process.

You must provide the **REQUIRED** documents listed below to complete your child's enrollment.

PROOF OF RESIDENCY

The following items **ARE** acceptable proofs of residency – **3 Proofs are REQUIRED**:

1. **VALID** Michigan Driver's License or Michigan I.D with CURRENT ENROLLMENT ADDRESS
2. **Mortgage Statement, Tax Bill or Lease (whichever applies)**
3. **One (1)** of the following—Must be **CURRENT** (within 30 days) and indicate enrollment address:
 - * Utility Bill (Gas, Electric, Cable, Internet, Phone (Cellular/Land Line))
 - * Bank Statement
 - * Vehicle Insurance or Registration
 - * Voter's Registration
 - * Payroll Check or Stub
 - * State or Federal Government Correspondence

Continued

PROOF OF RESIDENCY (Continued)

The following items **ARE NOT** acceptable proofs of residency:

- * Junk Mail / Solicitations
- * Medical Bills
- * Credit Card Bills
- * Change of Address Form from USPS

Shared Living Arrangements: If you are not named on the Mortgage, Lease or Tax Record for a home that you are sharing with someone other than a spouse:

- * Call to make an appointment at the Board of Education Office—734-759-6014
- * The homeowner must accompany the parent/guardian attempting to register
- * The homeowner must bring a Photo I.D. and two (2) acceptable proofs of residency
- * The parent/guardian must provide a Photo I.D. at the homeowners address and one (1) additional proof of residency
- * The homeowner and parent/guardian must complete a **Residency Affidavit** which will be notarized on site

ADDITIONAL REQUIRED DOCUMENTS (Copies of documents will be made and originals returned to you)

- * Child's Birth Certificate
- * Legal Guardian Court Order (If Applicable)
- * Up-to-date Immunization records
- * Copy of Individual Education Plan (IEP) for students receiving special services (If Applicable)
- * Custody papers in the event of divorce (If Applicable)

Additional document required for Young 5's and Kindergarten Students:

- * Proof of Physical and Vision exam required before your child begins their first day of school

Additional document required for students in grades 9-12:

- * Copy of transcript from previous school before you child begins their first day of school

If you have any questions, please contact Amanda McIntosh, Child Accounting
734-759-6014

mcintoa@wy.k12.mi.us