

1st through 12th Grade New Enrollment

ENROLLMENT INSTRUCTIONS & CHECKLIST

1. **Complete Pre-Enrollment** (access link is available on the enrollment webpage)
2. **Uploaded the required documents** for your student(s) within Pre-Enroll. Keep your login information, as it will be needed to make updates to the submitted information. Files should be in PDF format – please avoid screenshots/photos.
3. **The enrolling office will contact you on the status of the enrollment** once the submission has been reviewed. Responses are not immediate, especially during the busy enrollment months of February-June & August ... we appreciate your patience.

SCHOOL OF CHOICE (SOC): A SOC application must be approved prior to a non-resident submitting enrollment. Open application window for Grades 1-4 is April 1st-30th ... for Grades 5-12 is February 1st through August 9th. Visit the [SOC web page](#) for more information.

All forms & documents must be complete & submitted by a parent or legal guardian before your child attends school. A photo ID and/or legal guardianship documents are required for identification.

REQUIRED FORMS & DOCUMENTS:

- **Pre-Enrollment** – must be signed by a parent/legal guardian – (full name please, no initials).
- **Birth Certificate** – a copy will be accepted
- **Driver's License** – To identify parent(s) on the birth certificate.
- **Proof of Residency** – Provide a total of **2** of the following in the PARENT or GUARDIAN's name:
 - (1) Primary Residency Document: (Options noted below – **ONE** required.)
 - *Property Tax Statement*
 - *Lease* – Must have signatures, valid start and end dates – FULL document required.
 - If you RECENTLY closed on a home (within 60 days), please provide a copy of the *Property Tax Transfer* from your closing documents. No Purchase Agreements.
 - (1) Additional Supporting Document: (Options noted below – **ONE** required, FULL Statement only)
 - Utility Bill (Gas, Electric, Water or Cable/Internet) – You can find a current monthly statement in your account history online to download.
 - If you have recently closed on a home (within 60 days) - A utility activation confirmation from a service listed above will suffice – name, service address and activation date must be present.
 - **Shared Household Affidavit** will be needed if sharing a household – instructions with form.
- **Immunization Record** – Must be current and up to date for all new enrollments.
- **Affirmation of Prior Discipline/Behavior Form** – ALL students in grades 9-12
- **Student Transcript (Grades 10-12) or Most recent report card (Grade 1-9)** from last school attended
- **Most Recent IEP or 504 Plan** – If your child receives special services (provide current IEP) or special accommodations (provide current 504 plan).
- **MHSAA Transfer Form** (Grades 10-12 Only)

Additional forms/documents may be required pending your unique situation. Forms can be found within the [Enrollment web pages](#). If you do not see what you are looking for or need further assistance, please contact your grade level enrollment office:

Enrollment Office – GRADES 1-8:
Karen Jacobs – (810) 299-4095
jacobsk@brightonk12.com
Central Enrollment Office

BHS Counseling Office – GRADES 9-12:
Kris Oseland – (810) 299-4151
oselandk@brightonk12.com
Brighton High School - Counseling Office