

REQUIRED DOCUMENTATION FOR STUDENT ENROLLMENT



STUDENT INFORMATION

- Birth Certificate** – The parent name on the Birth Certificate **MUST** match name on parent’s photo i.d., or further proof of parentage will be required, i.e. Marriage Certificate or Divorce Papers showing name change. The certificate must be in English or translated by a certified translation service.
- Immunization Records** – Please contact Wayne County Health Department for Waivers and Immunization assistance. The document must be in English or translated by a certified translation service.
- IEP - Only Needed** If your student has a current Individualized Educational Plan in place.
- 504 Plan** – If your student has a health plan in place.

ADDITIONAL INFORMATION WILL BE REQUIRED FOR STUDENTS IN THE FOLLOWING GRADES:

- Middle School - Last report Card
- High School
 - Last Report Card
 - Unofficial Transcript (If at least one semester of high school has been completed.)
 - Check-out Sheet from the previous school (if enrolling mid-year)

PARENT/GUARDIAN INFORMATION

- Driver’s License or Government issued I.D. (Passport)
- Guardianship Papers (if applicable)

RESIDENCY DOCUMENTATION

One of the following:

- Current Property Tax Bill (available online by clicking [HERE](#))

OR

- Current Lease – must have address, term (beginning and end date), and signatures of both the tenant and landlord.

AND

One of the following: Must be dated within 30 days of registration including parent name and address.

- Utility Bill (other than water - Shut-off Notices will NOT be accepted)
- Government Documents
- Other Business Mail (i.e. Dr. Statement, Bank Statement)
- Forwarding order from the U.S.P.S. – good for 30-days until business mail is received.

If you are living in a home not in the name of a parent/guardian please contact your school building or our registration office for further instructions.