



Six (6) Documents Needed for <u>ALL</u> Students	Examples of Accepted Documents
<p>Enrolling Parent/Guardian Photo ID</p>	<p>Driver’s License or State ID or Passport</p>
<p><u>Proof of Residency #1 – Property</u></p> <p>Mortgage - Must be able to see parent name, company name/logo, recent date & both property and mailing address. --or-- Lease – Must show terms, address, parent name and have signatures of both the parent & the landlord/owner agent.</p> <p>Note: We are NOT able to accept Property Assessments, Escrow statements, 1098 Form/Interest Statements or Property Deeds.</p>	<p>Most recent mortgage statement Most recent Property Tax Bill Current lease including signature page</p>
<p><u>Proof of Residency #2 – Utility</u></p> <p>Must be able to see parent name, company name/logo, recent date, mailing and service addresses.</p> <p>Note: We are NOT able to accept documents addressed to “resident” or “current occupant” or unopened envelopes.</p>	<p>Most recent DTE statement Most recent Consumers Energy statement Most recent Water and/or Sewer bill</p>
<p><u>Proof of Residency #3 – Other</u></p> <p>Must be able to see parent name, company name/logo, recent date, mailing and service addresses.</p> <p>Note: We are NOT able to accept vehicle registrations, license renewals or change forms, USPS change of address, vehicle insurance certificates, shipping labels, receipts, CASH APP, CHIME, junk mail or unopened envelopes.</p>	<p>Most recent DTE statement Most recent Consumers Energy statement Most recent Internet statement Most recent Water and/or Sewer bill Most recent Cable bill Recent credit card statement Recent bank/credit union statement Recent medical bill Recent cell phone bill</p>
<p><u>Birth Certificate</u> <i>(Original certified copy with raised seal of authenticity)</i></p> <p>Note: We are NOT able to accept Verification of Births or letters from the hospital signed by a physician.</p>	
<p><u>Immunization Records</u></p>	

<p><u>Kindergarten & Jr. Kindergarten</u></p> <p>Note: Junior Kindergarten Parents, you do NOT need to enroll your current Junior Kindergartener into Kindergarten for the next school year. They will automatically be placed into their home/attendance area school for the 2025-2026 school year.</p>	<p>Must submit Hearing, Vision & Dental Screenings</p>
<p><u>High School Students</u></p>	<p>Students entering 9th grade – please submit final 8th grade report card.</p> <p>Students entering 10th – 12th grades – please submit unofficial transcripts.</p>

Additional Scenarios:

Guardianship – Court documentation needed, showing stamp, date & judge’s signature. We cannot accept a Power of Attorney document.

Step-Parent – Marriage certificate must be provided in order for individual to be listed as a step-parent or to enroll the student.

School of Choice Families - Please be sure to start your enrollment for each of your students on or before April 28, 2024 to secure your enrollment for the 2024-2025 school year. Your enrollment does not need to be completed by this date, it just needs to be started and actively working on completing it.

New Purchase? Please contact studentenrollment@wlcsd.org or 248.956.2086

Unable to meet above requirements? Please contact studentenrollment@wlcsd.org or 248.956.2086

Special Education Services – Once enrolled, if your child has a current IEP or you have questions regarding special education, please contact the Special Services Department: Alexiskirk@wlcsd.org (Elementary) KatelinHolloway@wlcsd.org (Secondary)

Bilingual Services – If your child speaks a language other than English and interpretation assistance is needed for enrollment, please contact the Bilingual/ESL Office at DawnTrescone-Forgacs@wlcsd.org.

Enrolling your child is as 'EZ' as 1-2-3

1. Read the Criteria for Enrollment and gather all your documents.
2. Head to our [EZ Registration](https://ezsr.wlcsd.org/login) (https://ezsr.wlcsd.org/login) to complete your enrollment.
3. Watch your email for communication from Student Services.