



# TROY SCHOOL DISTRICT

## ENROLLMENT REQUIREMENT OVERVIEW

(For ALL New and Re-enrolling students)

Troy School District Website: [www.troy.k12.mi.us](http://www.troy.k12.mi.us)

Register for the two-step online enrollment process by completing the pre-registration form at the following link, [TSD Enrollment Step 1](#). You will receive one e-mail from [pssupport@troy.k12.mi.us](mailto:pssupport@troy.k12.mi.us) to confirm your initial submission. If your pre-registration submission is approved, you will receive a second e-mail from [pssupport@troy.k12.mi.us](mailto:pssupport@troy.k12.mi.us) to set up a Parent Portal or link to an existing Parent Portal. This will also include enrollment and your students' access code information. Once a Parent Portal is established you will be able to complete the next step of the online enrollment process.

During the second step of the online enrollment process, the following documents must be uploaded to the portal: Parent identification, birth certificate, passport (if applicable), guardianship and divorce/educational agreement paperwork (if applicable), residency documents, immunization record and health assessments/appraisal (if applicable), student transcript and/or report cards (if applicable), and IEP or 504 (if applicable). Documentation must be legible and if not in English, a certified translation provided at enrollment.

**Please Note: The second step of the enrollment process should be completed on a desk or laptop computer (as opposed to your phone) using Edge or Chrome browser for better results and overall viewing of the enrollment portal and process. We are unable to accept "faxed" documents that are required due to the volume of paperwork. If you have questions, concerns, are unclear as to whether your student qualifies to enroll in the Troy School District or have a unique family circumstance that you would like to discuss, please contact Central Enrollment.**

### CENTRAL ENROLLMENT STAFF:

Patricia Barash

[pbarash@troy.k12.mi.us](mailto:pbarash@troy.k12.mi.us)

248-823-4002

Cheryl Ruppel

[cruppel@troy.k12.mi.us](mailto:cruppel@troy.k12.mi.us)

248-823-4042

Laura Duzey

[lduzey@troy.k12.mi.us](mailto:lduzey@troy.k12.mi.us)

248-823-4004

### REQUIRED DOCUMENTS:

#### PARENT/LEGAL GUARDIAN PICTURE ID *(used for parent/legal guardian identification)*

Driver's License, State ID, or Passport

#### STUDENT'S ORIGINAL/CERTIFIED BIRTH CERTIFICATE

In addition to the Birth Certificate, please provide student(s) passport if student moved from or was born in another country. If the country of birth does not provide a standard birth certificate, a Family Record can be submitted.

#### PROOF OF RESIDENCY

Residency is based on where a parent/full legal guardian physically and legally resides. Working or owning rental property within the Troy School District boundaries does not constitute residency. Resident homes that belong to or are rented by a relative or your daycare provider and are not the parent/legal guardian's legal residence, are not eligible for enrollment. The following residency documents will be accepted and **"the district reserves the right to verify residency information provided."** Based on documentation received during this process, additional documentation may be required for verification. **If changes or updates are made on a current lease or a lease is handwritten, the landlord must have the lease notarized for verification and include the landlord's name and contact information.**

##### ESTABLISHED RESIDENT:

**Homeowner:** Parent/Full Legal Guardian's current Property Tax Statement/Bill and (2) current utility bills, each from a different source *(must include date, name and address of parent/legal guardian)*.

**Lease/Rental Agreement:** Parent/Full Legal Guardian's current "legal and/or notarized" Lease/Rental Agreement and (2) current utility bills, each from a different source *(lease must include date, name and address of parent/legal guardian, landlord or rental company name and phone number, address of rental, lease start and end date, and all appropriate signatures)*. Name(s) of student(s) being enrolled **MUST** be listed as tenants/occupants on Lease/Rental Agreement if it is the student's primary home (in cases of divorced parents).

**Handwritten leases MUST be notarized. After initial enrollment, leases must be kept up-to-date, and renewals submitted to the "attending building" upon their expiration.**

##### NEW RESIDENT:

**New Home Purchase:** Parent/Legal Guardian's *(Purchaser's)* Closing Documents *(we will extract copies of Warranty Deed along with the "Principal Residents Exemption" (signed and dated by the City) and "Property Transfer Affidavit" (signed and dated by the City) are required. If family is moving from another home they own, a "Rescind of Principal Residents Exemption" from the previous home must be provided. After 30 days of occupancy, (2) current utility bills, each from a different source (must include name and address of parent/legal guardian) must be provided to your student's attending building. Family MUST be currently residing at the home to enroll.*

**New Lease/Rental Agreement:** Parent/Legal Guardian's name as Leaseholder and name(s) of student(s) being enrolled **must** be listed as tenants/occupants on the "legal and/or notarized" Lease/Rental Agreement *and after 30 days, (2) current utility bills, each from a different source (lease must include name and address of parent/legal guardian, landlord or rental company name and phone number, address of rental, lease start and end date, and all appropriate signatures)*. Family **MUST** be currently residing at the rental home.

**Handwritten leases MUST be notarized. After initial enrollment, leases must be kept up-to-date, and renewals submitted to the attending building upon their expiration.**

### **PURCHASING/BUILDING A HOME AND NOT YET MOVED INTO THE DISTRICT:**

Current residency proofs along with Parent/Full Legal Guardian's Purchase Agreement accompanied by a letter from the Bank/Lender with the anticipated closing date of the new home. Enrollment may be considered with a "waiver" from the district where you currently reside. **Please note: Immediate enrollment is not guaranteed and dependent on the verification process.**

### **RESIDING WITH A TROY SCHOOL DISTRICT RESIDENT WHO OWNS THEIR OWN HOME:**

If the Parent/Full Legal Guardian resides with a resident of the Troy School District, who owns their own home (and you do not own/claim a home elsewhere), you must provide the resident's current Property Tax Statement/Bill and (2) current utility bills, each from a different source (*must include date, name, address, and phone number of homeowner*). In addition, the Parent/Full Legal Guardian of the student(s) must complete a "Residential Affidavit" form (*received at Enrollment*) and have it notarized. The "Residential Affidavit" will be reviewed yearly for approved renewal. The Parent/Full Legal Guardian must also provide (2) current supporting documents such as current utility bill, bank statement, etc., each from a different source (*must include date, name and address of Parent/Legal Guardian*).

**\*PLEASE NOTE: If you own a home, physically occupy that home, or claim it as your primary residence (PRE) on your taxes, you may not use another individual's residential information to enroll. Temporary residence information will be reviewed and verified for consideration.**

### **RESIDING WITH A TROY SCHOOL DISTRICT RESIDENT WHO LEASES/RENTS A PROPERTY:**

If the Parent/Legal Guardian is residing with a resident of the Troy School District, who leases or rents a property (and you do not rent property elsewhere), you will need their current "legal and/or notarized" Lease/Rental Agreement (*Landlord name and telephone number must be provided*), and (2) current utility bills, each from a different source (*must include name and address of home owner, landlord or rental company name and phone number, address of rental, lease start and end date, and all appropriate signatures*). **THE PARENT/LEGAL GUARDIAN AND STUDENT(S) NAME MUST BE ON THE LEASE** as tenants/occupants. The Parent/Legal Guardian must also provide (2) current supporting documents such as utility bill, bank statement, etc., each from a different source (*must include name and address of Parent/Legal Guardian*). **After initial enrollment leases must be kept up-to-date and renewals submitted to the attending building upon their expiration.**

**\*PLEASE NOTE: If you own a home, physically occupy that home, or claim it as your primary residence (PRE) on your taxes, you may not use another individual's residential information or a leased property to enroll. Temporary residence information will be reviewed and verified for consideration.**

## **GUARDIANSHIP**

Only a Parent and/or Full Legal Guardian may enroll a student. Legal Guardianship documentation, obtained through the Courts, is required at the time of enrollment. If you have special circumstances, please call Central Enrollment for review.

**CURRENT IMMUNIZATION RECORDS** – All immunization and shot information must be legible and in English – if student is not immunized, a current waiver release must be provided from the Oakland County Health Department or a licensed Physician at time of enrollment. Student cannot begin school without these records. Should you have questions or concerns, please reach out to Central Enrollment.

**HEARING AND VISION SCREENING RESULTS and DENTAL ASSESSMENT (KINDERGARTEN STUDENTS ONLY) – Must submit by first day of school if not available during the enrollment process.**

**NAME AND ADDRESS OF PREVIOUS SCHOOL ATTENDED** – Record Request permission provided during enrollment

**STUDENT TRANSCRIPTS/and or REPORT CARDS** – Must submit for Middle School and High School Enrollment

**SPECIAL EDUCATION SERVICES (IEP-Individualized Education Plan/Speech, etc.) and/or 504 PLAN (not considered Special Education Service)**

If your child is currently receiving Special Education Services and/or has a current 504 Plan, the most current documents are beneficial at time of Enrollment to ensure student's appropriate grade/classroom placement. Please let us know if we can assist in any way.

## **IN THE CASE OF A DIVORCED PARENT/FULL LEGAL GUARDIAN**

Protection and safety of our student(s) is a priority. Please specify if there are stipulations in the custody portion of your Divorce Decree and provide the supporting legal documentation during enrollment. At least one of the Parent/Legal Guardians must have permanent residence within the Troy School District boundaries for the student(s) to be enrolled.

**STUDENTS WHO REQUIRE ENGLISH LANGUAGE SUPPORT WILL BE ASSESSED FOR SUPPORT AFTER THE ENROLLMENT PROCESS IS COMPLETED**

**ADDITIONAL ENROLLMENT REQUIREMENTS (as applicable)**

After review of completion of the online enrollment process, you will be notified if additional documentation is required.

**PLEASE NOTE**

**Act 451 of 1976**

**380.1812 Refusal to give census information; false information; negligence of school census enumerator; penalty.**

*A person who refuses to give a school census enumerator the necessary information for the compiling of the census or who intentionally gives the enumerator false information as to the name or age of a school child or as to the names or residence of the parents or guardians of a school child, or a school census enumerator who performs the duties of an enumerator carelessly or negligently or includes in the census list names of school children who are not actually residents of the city or district, is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not more than 20 days, or both.*

**History:** 1976, Act 451, Imd. Eff. Jan. 13, 1977

**Popular Name:** Act 451

3.20.25