



## Elementary Students Grades K-4 REGISTRATION CHECK LIST

Please contact the Operations Department for enrollment questions pertaining to grades K-4.  
734.869.7210

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- ✓ **REGISTRATION FORM**
- ✓ **BIRTH CERTIFICATE** (including seal) or other reliable proof of age and identity with a sworn statement (example: hospital record, baptismal certificate, immigration record, passport, etc).
- ✓ **COURT DOCUMENTATION** Any court paperwork that identifies guardianship, custody, or parental limitations should be made available to the school district. Court documents such as guardianship paperwork must include a seal and be signed by a judge.
- ✓ **HEARING AND VISION SCREENING** Proof of screening is only required for those students entering kindergarten.
- ✓ **IMMUNIZATION RECORD** A copy of your child's immunizations may be obtained from your doctor, from the previous attended school, or from the health department in which the child received the vaccinations.
  - A signed **CHICKEN POX STATEMENT** is needed if the student **did not** receive the vaccination.
- ✓ **DRIVER'S LICENSE/IDENTIFICATION** A parent/legal guardian must provide a valid driver's license or state identification which matches the birth record or guardianship paperwork.
- ✓ **PROOF OF RESIDENCY** A parent/legal guardian must show **two(2) proofs** of residency that he/she lives within the school district boundaries. Proof of residency consists of a utility bill, deed, building permit, rental agreement/mortgage statement, tax statement, voter's registration or completion of a residency affidavit. A driver's license may be used as proof if the address is correct and it is accompanied with one of the proofs listed above.

If you are living with an Airport Community Schools resident for reasons other than for educational purposes, you are required to complete and have notarized a residency affidavit. The affidavit can be obtained from the district's Operations Office located at Wagar Middle School. Both the resident and the enrolling parent/legal guardian must be present before a notary with proper identification. The person owning/leasing the property is then responsible for proving district residency.

Monroe County School of Choice families must bring in the district's acceptance letter.
- ✓ **SPECIAL EDUCATION** If your student is currently in a special education program, a copy of the most recent IEP and MET is required for proper academic placement. If your child received special education services, you can obtain a copy of the special education records from the previous attended school or the local intermediate school district. For Monroe County students you can contact the Monroe County Intermediate School District's Special Education Department at 734.242.5799, extension 1410.
- ✓ **RACE/ETHNICITY/ HOME LANGUAGE FORM**
- ✓ **INTERNET ACCESS SURVEY**
- ✓ **TRANSPORTATION SURVEY** – Kindergarten enrollees only