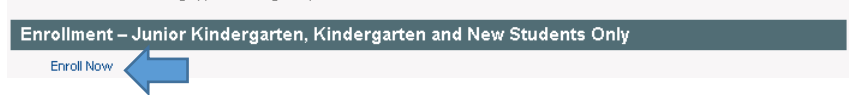


To enroll a new student or a returning student, you will need to complete an Enrollment Form, which can be found at our website www.waterford.k12.mi.us. In the center of the Home page on the far right, you should see a tab that says Enrollment/Registration. **Click on the Enrollment tab.**



On the next page, please **click on Enroll Now.**



You are now set to complete the enrollment form. Please visit all Steps. Step #5 has been added so parents are now able to upload the required enrollment documentation prior to submitting the enrollment. You will need to scan or take a picture of the required documents and save them to a file on your device to access and upload from for Step #5. Required documentation is listed below. **Steps #1 - #5 are required.** If you have recently moved, you may have 30 days to submit a utility bill and one other piece of mail. All other documents may or may not be required based on the enrollment.

Please submit the following:

1. Birth Certificate
2. Immunization Record
3. Current Mortgage or Property Tax Statement OR Lease
4. Current Utility Bill and Piece of Mail (have 30 days to provide if just moved)
5. Driver's License
6. Residency Affidavit
7. Guardianship Papers and or Court Orders
8. Transcript
9. School of Choice Application
10. School of Selection Application
11. Junior Kindergarten Application

Document Information

Document Date: 05/06/2020

Document Type: Driver's License

Title:

File: Shower 051617.docx

File Type: MS Word File

Applies to: Household

Notes:

Residency documents may be submitted under Household. Individual student information should be submitted under the student's name.

After entering your information and uploading the documentation, please make sure to **click on SUBMIT**, which is Step #6.



Once completed and submitted, Central Enrollment will complete enrollment procedures and notify you either by email or phone that your child has been enrolled.

Please email any questions or concerns to Darlene Rose at rosed01@wsdmi.org.

Thank you!