



Enrollment Checklist

WATERFORD SCHOOL DISTRICT CENTRAL ENROLLMENT OFFICE

501 N. CASS LAKE ROAD – WATERFORD, MI 48328

PHONE: 248-681-2076 FAX: 248-681-2193

EMAIL: BirthT01@wsdmi.org or

Pennic01@wsdmi.org

The following documentation is required for enrollment into the Waterford School District.

- Birth Certificate**
- Immunization Record (Required for your child to start school)**
- THREE PROOFS OF RESIDENCY**

Homeowners:

- Mortgage Statement or Property Tax Statement
- Current utility bill (Current = date must be within 30 days of enrollment)
- One other bill (Examples: Payroll check with current address, another utility bill, bank statement, credit card statement, current vehicle registration)

Renters/Lease Holders:

- Current Rental Agreement/Lease with your name listed as the leaseholder, or as an occupant. The lease should be current and signed by yourself and the landlord.
- Current utility bill (Current = date must be within 30 days of enrollment)
- One other bill (Examples: Payroll check with current address, another utility bill, bank statement, credit card statement, current vehicle registration)

If you are living with someone else:

- The homeowner must come in with you and provide the residency proofs listed above. Both parties (homeowner & yourself) will need to sign a Residency Affidavit from our office.
- If you are living with someone else in an apartment, then you must have your name listed on the Rental/Lease Agreement as an occupant.
- As the Parent/Guardian, you will also need to provide two pieces of mail in your name.

- Identification (Driver's License, Passport, State ID)**
- Guardianship – Issued through the court (If a relative, we will accept Notice of Hearing initially. Finalized paperwork must be presented within 30 days.)**
- Divorce/Custody paperwork (if applicable)**
- 504 Documentation (if applicable)**
- Copy of most recent IEP (if applicable)**
- Transcript or exit documentation for high school students**

**ELECTRONIC ENROLLMENT MAY BE COMPLETED ONLINE AT WSDMI.ORG/ENROLLMENT
OR A PAPER FORM MAY BE COMPLETED AT CENTRAL ENROLLMENT.**