



Chippewa Valley Schools

Criteria for Enrollment

Revised 6/2020

The following information must be provided by the parent/legal guardian at the time of enrollment:

- ✓ **IDENTIFICATION** – Photo I.D., such as a driver's license, state I.D., or passport of the parent (if not US Citizen), or legal guardian will be copied. Driver's license or state ID card must show current address of residence.
To enroll a student in school, you MUST be the parent listed on student's birth certificate
OR you MUST be the student's legal guardian with official court documentation.
- ✓ **RESIDENCY** –
 - **Utility Bills** – Two (2) **CURRENT** utility bills not older than 2-3 months required -- **NO SHUT OFF** notices. All utility bills **MUST** be tied to the home with the following requirements:
 - Name of resident must be listed on bill
 - Address of service must be listed bill (as shown MI Driver's License or MI State ID)
 - Must PROVIDE Two (2) different bills- Examples accepted are: DTE Energy, Consumers Energy, Cable TV, Internet, Satellite TV, Landline phone, Property Tax bill, Mortgage bill.

OR
 - **Mortgage Closing Statement** – Accepted if **CURRENT** (3 months or less.) Statement must be signed by both parties. First two utility bills received at residence are required to be turned into school office.

OR
 - **Lease Agreement** – Accepted if **CURRENT** (6 months or less) nothing else required – if lease is 6 months or older, a current utility bill is required with Lease Agreement. Lease must be signed by landlord and tenant.

OR
 - **Residency Verification** – If parent is **not the homeowner**, then BOTH parent and homeowner must be present at registration to complete a Residency Verification form and provide the following items:
 - **Homeowner** must provide two (2) **CURRENT** utility bills **AND** Driver's License/State ID showing current address **or** Passport if not US Citizen. (utility bills must be two (2) different types)
 - **Parent** must provide Driver's License/State ID showing **CURRENT** address of homeowner **AND** one (1) of the following showing homeowner's current address: current bank or credit card statement, cell phone bill, insurance bill, voter's registration, US Post Office address change form (not handwritten).

OR
 - **Purchase Agreement** –
 - Limited acceptance for enrollment in the current school year for both residents and non-residents. Parent to contact Pupil Accounting Department for information to complete required documentation, if approved.
 - May not be accepted during Summer Enrollment for the upcoming school year, if closing on the home will occur before the first day of school. School of Choice may be an option, space permitting.
- ✓ **BIRTH CERTIFICATE** – Must provide student's **Certified** birth certificate with raised seal, as required by law. A hospital registration certificate or certificate of live birth signed by a physician is **not** acceptable.
- ✓ **IMMUNIZATION RECORDS** – Children must follow state vaccine laws to attend school and help prevent disease outbreaks in school settings. Up-to-date records are required, including Hepatitis B and Varicella (chicken pox) vaccines. Kindergarten students must provide record of vision and hearing screening.
- **Guardianship** – If applicable
 - **Blood Relative** - Appointment required with Pupil Accounting Department to complete an Affidavit of Parent/Guardian. Parent and relative must both be present at appointment.
 - **Non-Blood Relative** - Legal temporary or permanent guardianship with official court documentation.
- **High School Only** – Unofficial transcript from previous school.
- **Special Education students** – Parent should bring most current IEP. Student's start date determined by IEP.

If you cannot meet the above requirements, please contact the Pupil Accounting Department at (586) 723-2135 for assistance.

To begin your student enrollment, please click on the following <https://ecollect.accelaschool.com/Chippewa>.