



Whiteford Agricultural School District

Student Enrollment Information

Welcome to the Whiteford Agricultural School District. It is our desire that your family's experience with Whiteford Schools will be one of fulfillment, enrichment and exceptional opportunities. Below is a checklist of the required documents and information necessary to complete the student enrollment process. Because of the numerous state and local reporting guidelines, this process can be time-consuming and paper intensive. It is our hope that by providing you with this checklist the experience will be less cumbersome. Once you have completed the enrollment application forms, and gathered the required documentation, you will need to contact one of the following individuals (depending on the age of your child) to schedule an appointment:

- Elementary (grades TK-5)(734) 856-1443, ext. 110
- Middle/High School (grades 6-12)(734) 856-1443, ext. 108

The enrollment process must be completed in person by a parent or legal guardian. During the enrollment appointment, staff will review your student's enrollment materials and discuss any further documentation needs based on your unique circumstances.

STUDENT AGE: In order to enroll a student, students must be five (5) years old by September 1 and less than twenty (20) years old on September 1 for the enrolling school year.

REQUIRED FORMS

- Student Enrollment Form
- Request for Educational Records
- Transportation Request Form
- Concussion Awareness Form
- Immunization Information Consent Form
- IC Messenger Alert Opt-In Form
- Student Network Use Form
- Health Appraisal (Kindergarten students)

ADDITIONAL REQUIRED FORMS (IF APPLICABLE)

- Health Information Survey
- Special Needs/Special Education Survey
- Home Language Survey
- Affirmation of Prior Discipline Record
- Record of Proof for Enrollment

REQUIRED DOCUMENTS

- Certified copies of court orders or placement papers, if applicable (i.e., appointment of legal guardianship, divorce decree, etc.)
- Original birth certificate (with raised seal), student passport or visa
- Official immunization records
- Dental Assessment (Kindergarten & 1st Grade new to MI Schools)
- Hearing/vision screening (Kindergarten students)
- Driver's license of parent/legal guardian, passport or visa (address on license **must** match student address)

IN ADDITION, REPORT CARDS AND/OR TRANSCRIPTS ARE HELPFUL WHEN ENROLLING A STUDENT.

- Proof of residency
The following documents are examples to prove residency:
- Homeowner: Purchase agreement, closing papers, deed, or insurance policy
- Renter: Current lease/rental agreement, insurance policy
- Property tax statement

AND

- A current utility bill • Gas • Electric • Cable TV • Land line phone bill with the name and Whiteford School District address of the person enrolling the student or written start up confirmation from company

OR

- Moving company invoice or truck rental receipt validating address in district

REQUIREMENTS FOR NON-TRADITIONAL LIVING ARRANGEMENTS (IF APPLICABLE):

- Notarized Affidavit of Residency
- Notarized Affidavit of Guardianship
- Notarized Statement of Guardian

Enrollment packets may be obtained from any of our school offices or found on our website at www.whiteford.k12.mi.us. Click on the *Registration* button on the main page. Additional forms may be required at the building level.

Michigan law provides that, in order to complete and maintain enrollment, a parent or guardian must be a resident within the geographical boundaries of the Whiteford School District. The following lists the verification of residency required for enrollment.

HOMEOWNER

If you own a home or are purchasing a home in the Whiteford Agricultural School District, we expect the following:

- ⇒ **Proof of home ownership:** If you currently own or have recently purchased a home in the district, you need to produce a copy of a deed or closing statement in the name of the person seeking to enroll the student. If you have yet to purchase your home, but have a pending purchase agreement with a closing date, this will need to be reviewed before enrollment.
- ⇒ **And one (1) of the following:** Original current utility bills •Gas •Electric •Cable TV •Land line phone bills with the name and Whiteford School District address of the person enrolling the student. If you have not yet received utility bills, two verifications of utility activation may be submitted.

Note: Purchase of property in the Whiteford School District must be for the purpose of a primary residence. Purchasing a residence within the boundaries does not, solely, constitute living within the boundaries.

RENTING / LEASING

If you are renting a property within the district, we expect the following:

- ⇒ **A signed lease** in the name of the person seeking to enroll the student. All leases may be reviewed annually at registration or at the request of the district.
- ⇒ **And one (1) of the following:** Original current utility bills •Gas •Electric •Cable TV •Land line phone bills with the name and Whiteford School District address of the person enrolling the student. If you have not yet received utility bills, two verifications of utility activation may be submitted.

Note: Rental of property in the Whiteford School District must be for the purpose of a primary residence. Leasing a residence within the boundaries does not, solely, constitute living within the boundaries.

AFFIDAVIT OF RESIDENCY

If you reside with a Whiteford resident within the district, we expect the following: Both the Whiteford resident, and the parent or legal guardian living with the resident must complete the Affidavit of Residency form. This form must be notarized. ***This affidavit is valid for one (1) year.***

A. The Whiteford School District resident:

- ⇒ Must meet the residency requirements as a homeowner or renter as listed above.
- ⇒ Must ensure that their residence is the primary residence of the parent or legal guardian as well as the student.

B. The person living with the Whiteford School resident:

- ⇒ Must present a valid driver's license, state-issued picture identification, or passport of the person enrolling the student.

Note: Living with a Whiteford resident in the Whiteford School District must be for the purpose of a more suitable home.

GUARDIANSHIP FOR NON-RELATIVE

- ⇒ The legal guardian must meet the residency requirements as a homeowner or renter as listed above.
- ⇒ Students will not be enrolled under this provision for "Educational Purposes only". (MCL 380.1148)
- ⇒ The legal guardian(s) may need to meet with school staff regarding the requirements of the legal guardian(s). A copy of these requirements will be given to guardian(s) and an acknowledgement of receipt will be signed. The name of the student's legal guardian(s) and a copy of the parent/guardian rights will be given to the student's school.
- ⇒ ***This enrollment option is only valid for one (1) year.***

LIVING WITH A RELATIVE—NOTARIZED AFFIDAVIT OF GUARDIANSHIP

If you are enrolling a student who is a relative it must be substantiated with a notarized Affidavit of Guardianship form. This is subject to review by school staff with the possibility of an interview.

- ⇒ A relative may enroll a student who is not their child if the child is living with them because the parents are unable to provide a suitable home.
- ⇒ The relative must complete the Statement of Guardian form available from school staff.
- ⇒ The student can provide a supporting letter or referral from an outside entity verifying the need to live with the relative and a plan to return the child to the parent(s) if applicable (i.e., counselor, therapist, clergy, doctor, caseworker, etc.).
- ⇒ The school staff may review such requests and ask the relative to meet with school staff to substantiate the reason(s) that the parent(s) cannot provide a suitable home.
- ⇒ Students will not be enrolled for “Educational Purposes only”. (MCL 380.1148)
- ⇒ ***This enrollment option is only valid for one (1) year.***

EMPLOYEES

Children of Whiteford District employees (Michigan residents only) are eligible to attend Whiteford Schools.

- ⇒ In accordance with MCL 388.1606(6)(1), children of District employees may also enroll if the student is the child of a regular school employee who is under contract with the Board of Education either through a Master Contract Agreement or individual contract and excludes annual supplemental agreement holders who do not fall within the definition of a regular school employee. (Reference Board of Education Policy 5111)
- ⇒ This exception shall cease to exist when the parent or legal guardian ceases to be an employee of the District. Under such circumstances, a student may finish the current academic semester without payment of tuition, or approval from his/her resident district, if the parent or legal guardian discontinues employment with the district after the membership count day.
- ⇒ Placement of students is based upon available space and assigned staff.
- ⇒ ***This enrollment option is for students of employees who are Michigan residents only.***

HOMELESS STUDENTS

In accordance with the McKinney-Vento Homeless Education Assistance Improvements Act (2001) and Whiteford School Board of Education Policy 5110.01, students who meet the federal definition of “homeless” have the right to enroll in school immediately, even if they do not have the required documents.

Residency documentation for all categories will be processed at the school where the student is enrolling. The matters involving enrollment and residency are under the direct supervision of the Superintendent or his designee. The designee is the appropriate Building Principal.

It is the policy of the Whiteford Schools that no person shall, on the basis of gender, race, color, creed, age, marital status, sexual orientation, national origin, weight, height, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.