



Enrollment Document Checklist

Grades 1-12

(All documentation must be provided by the parent or legal guardian)

In order to complete enrollment for your student(s) to attend Melvindale Northern Allen Park Public Schools please complete Pre-Enrollment (access link is available on the enrollment web page) and upload the required documents for your student(s) in Pre-Enrollment.

Keep your login information, as it will be needed to make updates to the submitted information. Files should be in PDF format – screen shots and photos will be rejected if they are of poor quality.

The enrolling office will contact you on the status of the enrollment once the submission has been reviewed. Responses are not immediate, especially during the busy enrollment months of February - June & August, we appreciate your patience.

SCHOOL OF CHOICE: A SOC application must be approved prior to a non-resident submitting enrollment. Visit the SOC web page for information.

REQUIRED FORMS & DOCUMENTS:

- ☐ Student's Birth Certificate
- ☐ Parent or Guardian Identification - Photo ID (Driver's License); Must be valid and unexpired
- ☐ Proof of Residency - Provide ONE from Column A
- ☐ If your photo ID does NOT reflect the current enrolling address; we will require ONE additional proof of residency from Column B. Parent or Guardian's name and enrolling address must be on the full statement.

Column A (ONE Required) Primary Residency Document	Column B (ONE Required) Additional Supporting Document
Property Tax Statement (Must be current) Signed Lease Agreement with valid start and end dates; Full Document required and signatures must be included Property Tax Transfer Affidavit - for those who have recently closed on a home within 60 days. (No Purchase Agreement can be accepted)	Utility Bill - please provide entire statement: Consumer Energy DTE Water Cable/ Internet

- ☐ Shared House Affidavit - if applicable; will be required with proof of residency documents; please refer to form.
- ☐ Current Immunization Record or Immunization Waiver (Waiver must be for the current enrollment school year)
- ☐ Affirmation of Prior Discipline / Behavior Form from previous school; this applies to all students in grade 9-12.
- ☐ Most recent Student Transcript (grades 10-12) or Report Card (grades 1-9) from previous school.
- ☐ IEP or 504 Plan - If applicable. If student receives special service, please provide the current IEP or 504 Plan.
- ☐ MHSAA Transfer Form - For grades 10-12 only.