

Welcome to the Ann Arbor Public School District. It is our desire that your family's experience with Ann Arbor Public 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 online and gathered the required documentation, you will need to contact your school to schedule an appointment. 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 receive funding from the State of Michigan, 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.

The enrollment process must be completed in person by a parent or legal guardian.

Required Documents:

- Original birth certificate (with raised seal), student passport or visa
- Official immunization records
- Kindergarten: health appraisal/vision screening
- Address of the school your student last attended
- Certified copies of court orders or placement papers, if applicable (i.e., Appointment of legal guardianship, divorce decree, etc.)
- Driver's license of parent/legal guardian, passport or visa
- Proof of residency. Students in non-traditional living arrangements require additional documentation as described below and may fall under designated provisions under Federal law. The following documents are required to prove residency:
 - Homeowner: Purchase agreement, closing papers or deed
 - Renter: Current lease/rental agreement
 - Property tax statement

AND

- Two (2) different current utility bills: •Gas •Electric •Cable TV •Land line phone bill with the name and AAPS District address of person enrolling student (or written start up confirmation from company)

OR

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

In addition, report cards and/or transcripts are helpful when enrolling a student.

Requirements for non-traditional living arrangements (if applicable):

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

Paper enrollment packets, including those in languages other than English, may be obtained from any of our schools or found on our website. For additional information, access to the online enrollment or downloadable forms, please visit us at:

<http://www.a2schools.org/>