



Office Use

Home School: _____ School Year: _____ Grade: _____

Lakeshore Public Schools Required Documents Checklist

****Please return this form with ALL enrollment documents****

PARENT USE	STUDENT'S FULL NAME:	OFFICE USE	
		Complete	Missing
	<ul style="list-style-type: none"> ▪ Enrollment Form ▪ Request for Records Form ▪ Concussion Form ▪ Acceptable Use of Technology Agreement ▪ Transportation Form ▪ Free/Reduced Lunch Form <input type="checkbox"/> I am opting out Parent Initials: _____ 		
	IF APPLICABLE:		
	<ul style="list-style-type: none"> ▪ Elementary ONLY ½ Day Sack Lunch Permission Form ▪ Green Health Appraisal Form Y5-K ▪ Hearing and Vision Screening Y5-K ▪ Parent Input Form Y5 ▪ Kindergarten Waiver Form ▪ Schools of Choice Application ▪ Custody and Guardianship documentation <i>(in the event of custody issues or educational rights. Otherwise BOTH parents are given equal rights)</i> 		

➤ CERTIFIED BIRTH CERTIFICATE:			
	A certified original state or court issued Birth Certificate (available from the County Clerk's Office in the county of your child's birth) The hospital or "footprint" copy of the birth certificate is not acceptable documentation		

➤ STUDENTS IMMUNIZATION RECORDS			
	1. Student must be up-to-date or have a waiver signed by the health department. <i>Lakeshore Public Schools will accept CURRENT immunization records from your physician's office or health dept.</i>		
	2. Consent for Disclosure of Immunization Information to Local and State Health Departments		

➤ PROOF OF RESIDENCY (3 items) -Only the documents listed below will be accepted as proof of residency:			
❖ HOMEOWNER —If you own or are purchasing a home within the District, you must provide the following:			
	1. Michigan driver's license or state ID with current Lakeshore address;		
	2. Current* utility bill in the name and address of person enrolling the student (gas, electric, water or cable bill only – MAILING ADDRESS MUST MATCH SERVICE ADDRESS);		
	3. AND ONE of the following:		
	<ul style="list-style-type: none"> ▪ Current Property Tax Bill with name and address; or ▪ Purchase Agreement (if closing occurred within the last 6 months) 		
❖ TENANT —If you are renting a home within the district, you must provide the following:			
	1. Michigan driver's license or state ID with current Lakeshore address;		
	2. Current* utility bill in the name and address of person enrolling the student (gas, electric, water or cable bill only - MAILING ADDRESS MUST MATCH SERVICE ADDRESS. *A current bill covers a service period ending within 30 days		
	3. Rental agreement with name and property address of person enrolling the student.		

LIVING WITH RESIDENT OR OTHER LIVING SITUATION:

*If you are **NOT** the homeowner or signer of the lease, please contact the District's Central Office at (269) 428-1400 to identify your current living situation and schedule an appointment to verify the necessary residence requirements.*

OFFICE USE: I acknowledge there are important enrollment documents missing, I have until _____ (30 calendar days) to provide Lakeshore Public Schools with the proper documents to maintain my student's enrollment.

Parent/Guardian Signature: _____

Date: _____