



Chippewa Valley Schools

Criteria for Enrollment

Revised 1/30/25

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.
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 the bill.
 - Address of service must be listed on the bill.
 - 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.
 - Driver’s License with current address is acceptable as one of the required proof of residencies.

OR
 - **Mortgage Closing Statement** – Accepted if **CURRENT** (3 months or less.) Statement must be signed by both parties.

OR
 - **Lease Agreement** – Accepted if **CURRENT** nothing else required – 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 **or** Passport. (utility bills must be two (2) different types)
 - **Parent/Guardian** must provide Driver’s License/State ID (If shows current address nothing else is needed) or Driver’s license/State ID (if address does not match address) **AND** a bank statement **OR** Insurance papers **OR** voters’ registration **OR** credit card statement **OR** cell phone statement **OR** US postal change of address.

OR
 - **Purchase Agreement** –
 - Limited acceptance for enrollment in the current school year for both residents and non-residents. Parent to contact the 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. 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 records of vision and hearing screening and dental assessment.
- **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 Enrollment Office on (586) 723-2007 for assistance.

To begin your student enrollment, please click on the following

<https://ps.cvs.misd.net/public/formbuilder/form.html?formid=5737884>

<https://chippewavalley.sharepoint.com/sites/PupilAccountingTeam/Shared Documents/General/PA PROCESSES/Enrollment>