



Chippewa Valley Schools

Criteria for Enrollment

Revised 9/25/26

The following information must be provided by the parent/legal guardian at the time of enrollment:

To enroll a student in school, you **MUST** be the parent listed on student's birth certificate and present at time of appointment

OR you MUST be the student's legal guardian with official court documentation.

✓ **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.

Guardianship – If applicable

▸ **Blood Relative** - Appointment required with Pupil Accounting Department to complete an Affidavit of Parent/Guardian for suitable home placement. Parent and relative must both be present at appointment.

▸ **Non-Blood Relative** - Legal temporary or permanent guardianship with official court documentation.

✓ **RESIDENCY – Acceptable Proofs of Residency**

NO SHUTOFF NOTICES, PICTURES OR SCREENSHOTS ARE ACCEPTED. IF SUBMITTING DOCUMENTATION ELECTRONICALLY, IT MUST BE IN PDF FORMAT

Must provide two (2) of the following accepted billing statements.

NOTE: Documents MUST be tied to the home with the following requirements:

- Name of resident must be listed on the billing statement
 - Service AND mailing addresses must match the billing statement
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| • DTE Energy billing statement | • Mortgage billing statement |
| • Gas Service billing statement | • Homeowners/renters insurance declaration page |
| • Cable/Satellite TV billing statement | • Water billing statement with resident's name |
| • Internet billing statement | |
| • Landline phone billing statement | |
| • Trash service billing statement | |

Property Transfer Affidavit Documents – Accepted if **CURRENT** (within two weeks of enrollment appointment).

Statements must be signed by both parties and stamped by city

Lease Agreement – Accepted if lease term dates continue after first day of school. Lease must be signed by landlord and tenant

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) different **CURRENT** utilities billing statements (see above) **AND** Driver's License/State ID **or** Passport
- **Parent/Guardian** must provide Driver's License/State ID **AND one of the following:**
 - a bank statement **OR** Insurance papers **OR** voters' registration **OR** credit card statement **OR** cell phone statement **OR** US postal change of address **OR** utility billing statement

✓ **BIRTH CERTIFICATE** – Must provide student's **Certified** birth certificate. A hospital verification of birth, passport or certificate of live birth signed by a physician is **not acceptable**.

✓ **IMMUNIZATION RECORD and WAIVER** – 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. A new/updated waiver must be on file with Health Department or scheduled appointment information must be provided at time of enrollment.

Kindergarten Students Only- must provide records of vision/hearing screening and dental assessments to the school.

High School Students Only – Unofficial transcript from previous school.

Special Education Students – Parent should bring most current IEP to appointment. 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>