

LIVONIA PUBLIC SCHOOLS
REQUIRED DOCUMENTATION FOR STUDENT ENROLLMENT CHECKLIST

Additional information, including emergency contact information will be required in order to complete the registration process.

STUDENT INFORMATION

- Original Birth Certificate – *parent name on Birth Certificate MUST match name on parent's government i.d., or further proof of parentage will be required, i.e. Marriage Certificate, Divorce Papers showing name change.*
- Immunization Records – New entrants and all 7th grade students must have ALL required immunizations or a **Certified Waiver** based on religious or other objections, not later than the first day of school, or entry will be denied. **NOTE: Waivers must be obtained from, and certified by, the Wayne County Health Department.**
- Individual Education Plan (I.E.P.) – *only needed if your student receives special education services.*

ADDITIONAL INFORMATION WILL BE REQUIRED FOR STUDENTS IN THE FOLLOWING GRADES:

KINDERGARTEN

- Vision Exam – *after age 3, before initial entrance into school.*

MIDDLE SCHOOL

- Last Report Card

HIGH SCHOOL

- Check-out Sheet from Previous School
- Last Report Card
- Unofficial Transcript (*If at least one semester of high school has been completed.*)

PARENT /GUARDIAN INFORMATION

- Driver's License – or - Government Issued I.D.
- Guardianship Papers (If applicable.)

One of the following:

- Current Tax Bill Current Lease
- Stamped Property Transfer Affidavit

One of the following pieces of business mail – dated within 30-days of registration, MUST include your name and address:

- Utility Bill (other than water). *Shut-off Notices will NOT be accepted.*
- Government Documents
- Other BUSINESS Mail
- Forwarding Order from the U.S.P.S.

SPECIAL CIRCUMSTANCES

PARENTAL RIGHTS REVOKED:

If parental rights have been revoked or revised, you will need to provide us with court documents stating this.

LIVING IN THE HOME OF A LIVONIA RESIDENT:

Both the homeowner/lessee and the parent will be required to provide notarized Residency Affidavit Forms, along with the following required documentation. These forms will be provided to you at registration.

Homeowner/Lessee:

NOTE: If it is found that the student does not reside in your home, you (homeowner/lessee) will be responsible for the payment of tuition for the student.

- Driver's License – or - Government Issued

I.D. One of the following:

- Current Tax Bill
- Stamped Property Transfer Affidavit
- Current Lease

One of the following pieces of business mail – dated within 30-days of registration, which MUST include your name and address:

- Utility Bill (other than water). *Shut-off Notices will NOT be accepted.*
- Government Documents Other
- BUSINESS Mail
- Forwarding Order from the U.S.P.S.

Parent:

- Driver's License – or - Government Issued I.D.

One of the following pieces of business mail – dated within 30-days of registration, MUST include your name and address:

- Utility Bill (other than water).
- Shut-off Notices will NOT be accepted.
- Government Documents Other
- BUSINESS Mail
- Forwarding Order from the U.S.P.S.

- Guardianship Papers (if applicable)