

WELCOME TO THE LIVONIA PUBLIC SCHOOLS

We want you to be able to complete your registration visit.

Use this checklist to make sure you have the required documents.

Additional information may be required to complete the registration process.

Parent/Legal Guardian must be present to register the student.

One Parent/Legal Guardian must reside within the Livonia Public Schools school district to register the student.

STUDENT INFORMATION

- Copy of 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 or court papers showing name change.
- Immunization Records** – New entrants and all 7th grade students must have ALL required immunizations or a current *Certified Waiver* from the Wayne County Department of Health.
- IEP/504 Plan** – Only needed if your student receives special services

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

Kindergarten: Vision Exam **6th Grade:** Music Choice **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)
- Two pieces of current business mail with name and address (dated within 30-days of registration).
Water bills, Paychecks, and shut-off notices are not accepted.

If you own your home, provide either of the following:

- Current Tax Bill, or stamped Property Transfer Affidavit for newly purchased homes – must include name and address of parent/guardian.

If you are renting your home, provide the following:

- Current lease, with tenant's name, dates showing the lease is current and signed by both the tenant and landlord.

If you are living with a Livonia Schools resident:

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.

- Both you and the homeowner/renter must be present at registration to sign a Residency Affidavit. This affidavit may be notarized at registration.
- The homeowner/renter will also need to provide one of the following:
 - Current Tax Bill
 - Stamped Property Transfer Affidavit for new purchases
 - A current signed lease, with dates showing the lease is current and signed by both the tenant and landlord. The renters name must be on the lease.

You will also both need to provide:

- Driver's License, or State I.D.
- Home owner – two pieces of business mail.
- Parent living with homeowner one piece of current business mail, with name and address (dated within 30-days of registration).
Water bills, paychecks, and shut-off notices are not accepted.