

Enrollment Processes and Procedures Enrollment Laws

Skyward Conference
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Proof of Identity and Age

Upon enrollment for the first time, the district must see proof of the child's identity and age, i.e. certified copy of birth certificate or other reliable proof plus affidavit.

MCL 380.1135 <http://legislature.mi.gov/doc.aspx?mcl-380-1135>

MDE's Enrollment – Proof of Identity and Age

http://www.michigan.gov/documents/enrollment_122559_7.pdf

All children who are legal residents of a school district and have reached the statutory minimum ages for kindergarten or first grade enrollment are entitled to attend school in the district of their residence.

MCL 380.1147 <http://legislature.mi.gov/doc.aspx?mcl-380-1147>

1955 AG Op No 1950; 1987 AG Op 6467.

MDE's Kindergarten Enrollment

http://www.michigan.gov/documents/kindergarten_122554_7.pdf

To be counted in pupil membership

- General Education - 5 on or before December 1 and less than 20 years old on September 1 of the school year and does not have GED or earned high school diploma
- Special Education – less than 26 years of age on September 1 enrolled and receiving instruction in a special education program and/or receiving transition services outlined in IEP and not earned high school diploma

MCL 388.1606(4)(l) <http://legislature.mi.gov/doc.aspx?mcl-388-1606-amended>

Residency check/verification.

In order to establish legal residence for school purposes a student must:

- 1) have a parent or legal guardian residing in the district, MCL 380.1148a; 388.1624b;
- 2) be placed in a non-grounds program at a state facility or licensed home in the district by a court or child placing agency, MCL 380.1148;
- 3) be placed in a licensed home or the home of a relative in the district by the parents or legal guardian for the purpose of securing a suitable home and not for an educational purpose, MCL 380.1148;
- 4) be 18 years old and living in the district or be an emancipated minor living in the district.

A power of attorney does not establish guardianship or residency

Other ways to be treated as a resident include:

- nonpublic part-time pupils,
- nonresident part-time students,
- public school academies
- schools of choice
- victim of serious assault committed at school, by school employees, or students who filed complaint with police and school district
- moved between count days
- alternative education (suspended/expelled, dropout, pregnant/parent, court referral)
- Michigan virtual high school
- child of school district employee,

Otherwise you need the resident district's waiver/release.

MCL 380.1148a <http://legislature.mi.gov/doc.aspx?mcl-380-1148a>

MCL 388.1624b <http://legislature.mi.gov/doc.aspx?mcl-388-1624b>

MCL 380.1148 <http://legislature.mi.gov/doc.aspx?mcl-380-1148>

MCL388.1606(6)"pupil" <http://legislature.mi.gov/doc.aspx?mcl-388-1606-amended>

MDE's Residency

http://www.michigan.gov/documents/residency_122548_7.pdf

MDE's Schools of Choice

http://www.michigan.gov/documents/mde/Revised_Schools_of_Choice_Definitions_272415_7.pdf

http://www.michigan.gov/documents/mde/Revised_Schools_of_Choice_Deadlines_272176_7.pdf

Proof of Immunizations

A child enrolling in school for the first time must have an immunization statement signed by physician or statement by parent that child is not immunized due to religious convictions or other objection, MCL 380.1177 (need to check this again at 6th grade). <http://legislature.mi.gov/doc.aspx?mcl-380-1177>

MICR Is the state's childhood immunization registry.

Children (not homeless) can be excluded from school for lack of immunizations, i.e., until 1 dose of each immunizing agent is given.

MCL 333.9208 <http://legislature.mi.gov/doc.aspx?mcl-333-9208>

MDE's Immunization and Medical Information

<http://www.michigan.gov/mde/0,1607,7-140-5233-23094--,00.html>

Vision Screening

A child enrolling into kindergarten for the first time must have a preschool vision screening test or statement by parent that child not tested due to religious convictions. MCL 380.1177 <http://legislature.mi.gov/doc.aspx?mcl-380-1177>

Transfer Students

If the student is a transfer student, you have 14 days to request the student's records from the prior school (transcript, CA 60, special ed, disciplinary record)

and the prior school is supposed to send them to you within 30 days of receiving the request. MCL 380.1135(4) <http://legislature.mi.gov/doc.aspx?mcl-380-1135>

See Also Pupil Accounting Manual, Section 3 Pupil Membership Count Requirements and Section 4 Pupil Residency
Office of State Aid and School Finance http://www.michigan.gov/mde/0,4615,7-140-6530_6605---,00.html