

Vicksburg Community Schools Enrollment Requirements/Procedures

Welcome to Vicksburg. We are glad you are enrolling your child in our school district. We believe you will be pleased with your child's education and our commitment to excellence.

The following documents are required for enrollment:

_____ **Proof of residency: From the following list select one of the examples**

- 👉👉 Recent property tax statement
 - 👉👉 Current lease/rental agreement/mortgage payment book
 - 👉👉 Closing statement from recently purchased home
 - 👉👉 Current gas and/or electric bill
 - 👉👉 Homeowner's/renter's insurance statement
- If you reside with a friend or relative, you must complete an affidavit and provide homeowner's proof.*

_____ **Child's original/certified birth certificate (or valid passport, if not born in the U.S.) .**

Parent can request a copy in person at county clerk's office, by mail, on line at **www.vitalchek.com** or Vital Records Requests , PO Box 30721, Lansing MI 48909 This is for students born in Michigan. There is a fee of \$20.00.

_____ **Parent/Guardian picture identification (driver's license/passport).**

_____ **If parents are divorced, a copy of court documentation showing custody responsibility.**

_____ **Court orders or placement papers, if student is court placed.**

_____ **Immunization record – official record must be submitted.** See attached requirements.

_____ **Signed information release form for prior school enrollment.** See attached.

_____ **Student's affirmation of prior discipline record (high school and middle school only).**
See attached.

_____ **If child is receiving special education services, a copy of current Individual Education Plan (IEP).**

_____ **Proof of satisfactory vision and hearing exam.** (kindergarten students only).

_____ **You must present proof of physical exam being completed to the school.**
(kindergarten students only).

For additional information contact:

Vicksburg Community Schools

301 S. Kalamazoo St.

Vicksburg, MI 49097

Phone: 269-321-1000

Fax: 269-321-1078

Michigan Missing Children's Act (MCL 380.1135)

– Requires first time enrollees / person enrolling pupil to provide:

- Certified copy of the birth certificate or other reliable proof (per BD Policy)
- Parent can request a copy in person at county clerk's office, by mail, on line at <http://www.vitalchek.com/michigan-express-vital-records.aspx> or Vital Records Requests, PO Box 30721, Lansing MI 48909 This is for students born in Michigan. There is a fee of \$20.00.
- An affidavit accompanying the other reliable proof; explaining the inability to produce the certified birth certificate.

Parent's Failure to comply with above (PA Manual 1 - 6):

- Notify person in writing of the 30 days warning to comply
- After 30 days, "districts shall notify the local law enforcement agency"
- A district should never expel or deny enrollment of a pupil because the parent did not produce a birth certificate.

State Law on Request and Transfer of Official Student Records (CA60)

- Upon enrollment of a transfer in – 14 days, official request for records sent
- Upon receipt of request – 30 days, send records to receiving school
- Class Schedules: Secondary Schedules are to be printed on count day
 - Included: Name, ID #, Course Name & #, Teacher of Record, Scheduled Days and times.