

## Jr. Kindergarten & Kindergarten

# ENROLLMENT INSTRUCTIONS & CHECKLIST

1. **Complete Pre-Enrollment** (access link is available on the enrollment webpage) Detailed instructions are included on each screen throughout this process.
2. **Uploaded the required documents** for your student(s) within Pre-Enroll. Keep your login information, as it will be needed to make updates to the submitted information. If you are unable to upload your information or prefer an in-person appointment – limited appointments will be available. Go to the enrollment webpage and click on the **APPOINTMENT** link for available dates/times.
3. **The enrolling office will contact you on the status of the enrollment** once the submission has been reviewed. Responses are NOT immediate; especially during the busy enrollment months of February-June + August ... we appreciate your patience.

**SCHOOL OF CHOICE (SOC):** A SOC application must be approved prior to a non-resident submitting enrollment. Open application window is April 1<sup>st</sup>-30<sup>th</sup> . Visit the [SOC web page](#) for more information.

All forms & documents must be complete & submitted by a parent or legal guardian before your child attends school. A photo ID and/or legal guardianship documents are required for identification.

### REQUIRED FORMS & DOCUMENTS:

- **Pre-Enrollment** – must be signed by a parent/legal guardian (full name please, no initials).
- **Birth Certificate** – a copy will be accepted
- **Age Waiver** – JK or K students turning 5 years of age between September 2<sup>nd</sup> – December 1<sup>st</sup>.
- **Driver's License** – To identify parent(s) on the birth certificate.
- **Proof of Residency** – Provide a total of **2** of the following in the PARENT or GUARDIAN's name:
  - (1) Primary Residency Document: (Options noted below – **ONE** required.)
    - *Property Tax Statement*
    - *Lease* – Must have signatures, valid start and end dates – FULL document required.
    - If you RECENTLY closed on a home (within 60 days), please provide a copy of the *Property Tax Transfer Affidavit* from your closing documents. No Purchase Agreements.
  - (1) Additional Supporting Document: (Options noted below – **ONE** required, FULL Statement)
    - Utility Bill (Gas, Electric, Water or Cable/Internet) – You can find a current monthly statement in your account history online to download.
    - If you have recently closed on a home (within 60 days); A utility activation confirmation from a service listed above will suffice – name, service address and activation date must be present.
  - **Shared Household Affidavit** will be needed if sharing a household - instructions with form.
- **Immunizations & Vision Screening** – Must be current and up to date for all new enrollments.
- **Most Recent IEP or 504 Plan** – If your child receives special services (provide current IEP) or special accommodations (provide current 504 plan).

Additional forms/documents may be required pending your unique situation. Forms can be found in the "[Additional Forms & Information](#)" section of the Enrollment website or on the [Kindergarten web page](#). If you do not see what you are looking for or need further assistance, please contact the Enrollment Office:

Enrollment Office Contact Information:  
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