

Waterford School District Enrollment Process Instructions

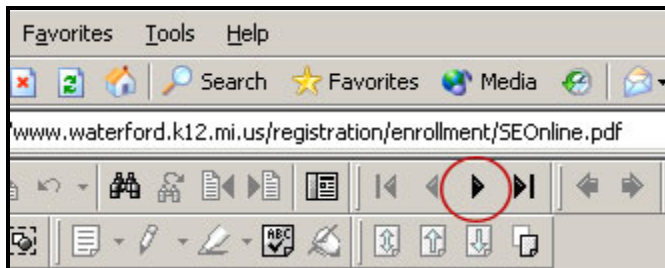
TIPS:

Please Note: **DO NOT** print enrollment form first and fill out by hand. Doing so **WILL VOID** the enrollment.

Set your caps lock ON. Fill in all fields with capital letters.

Please use the TAB key to move from field to field.

Please use the **NEXT PAGE** and **PREVIOUS PAGE** buttons to navigate through each individual page of the form:



Required fields are indicated by an asterisk (*).

These instructions may be printed to help you complete the enrollment form.

The Waterford School District enrollment form is designed to collect critical health and parent/emergency contact information on each student. Please fill in the data on the enrollment form as completely as possible. This information is confidential.

Required fields are indicated by an asterisk (*).

- Legal last, first and middle names as they appear on the child's birth certificate. Nicknames and AKAs are not acceptable.
- Grade is the grade the student will be in on their first day in class. Use zeros (00) to indicate Kindergarten.
- Address where child resides. This is a street address. A PO Box cannot be a residence.
- The phone number is the phone at the street address you already provided. (Additional phone numbers like parent work numbers will be collected on another screen.)
- Birth order applies to twins, triplets or other multiple births. Was this the first, second, etc.
- Visa number is for non-US residents only. (Please do not submit your credit card number!)
- Information on last school attended is used to request your child's records from their previous school.
- Medical information is collected to help us maintain your child's health. We need you to inform us of any life threatening conditions, medically documented illnesses or medications taken on an ongoing basis.
- Please take the time to complete the immunization data as required by the State of Michigan. *Each student is required to provide the school district with current*

immunization dates to enroll in Waterford School District. If your child has not been immunized, contact your child's physician or the Oakland County Health Department at [248.858.1280](tel:248.858.1280).

- Non-custodial parents are eligible to receive information from the school district unless this violates custody restrictions.
- Custody restrictions may be answered YES or NO. You must provide the school district with court documents to prove custody restrictions if you answer YES. Please bring these papers with you to enroll your student. We are required to have viewed the custody restriction court ruling.