

## Grades K - 8 Registration

To enroll a student in grades K-8, the parent/guardian needs to take the following to the home attendance area school:

- Original certified copy of birth certificate
- Immunization record
- Drivers License/Picture ID (for parent/guardian for identification purposes only)
- Two Items to Prove Residency; such as:
  - ✓ Property tax record and utility bill
  - ✓ Homeowners insurance policy and utility bill
  - ✓ Warranty deed/closing statement for a new resident
  - ✓ Signed rental/lease agreement\* and utility bill
  - ❖ Shared living arrangements require a parent-homeowner signed affidavit with proof of residency - see attached for additional information

\*Rental agreement from a homeowner must include notarized signature of the homeowner.

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Items that **WILL NOT BE ACCEPTED** for proving residency:

- ✓ Michigan ID
- ✓ Driver's License
- ✓ Voter's Registration
- ✓ Purchase Agreement

An individual enrolling a child who has been placed in a foster home, must show their Foster Home License, which has been issued by the State of Michigan, and a letter from an agency placing the child in the home of the individual who is registering the child.

Thank you for your cooperation!

## ❖ Shared Living Arrangement

If you live in a residence that is owned or leased by someone other than your spouse, you will need to contact the Student Services office at the Board of Education for Plymouth-Canton Community Schools to schedule an appointment to sign a residency affidavit.

For the parent – the affidavit you will be asked to sign states that you reside in someone else’s residence, that you have no other residence and that you agree to notify the school immediately if you should move. The parent must provide two pieces of first class mail they receive at this residence, addressed to the parent only, not in care of the homeowner/leaseholder. These can include bank statement, car payment, car insurance, cellular bill, credit card bill, etc., or forwarded mail. The following will not be accepted as proof of residency: drivers license, Michigan ID, voter registration.

For the resident – the affidavit you will be asked to sign states that the parent resides in your residence with their child or children and that falsifying this information could result in criminal penalties for perjury. The resident must provide a property tax statement and recent utility bill **or** a signed lease and recent utility bill.

Because the form must be signed and notarized, you will be required to provide picture identification.

Please call 734-416-2760 to schedule an appointment. Appointments are scheduled 7:30 to 4:30 Monday through Friday. Plymouth-Canton Community Schools, 454 S. Harvey Street, Plymouth 48170, located on the southwest corner of Ann Arbor Trail and Harvey Street.

