



FERNDALE PUBLIC SCHOOLS

Enrollment & Pupil Services Office

Harding Administration Center

2920 Burdette • Ferndale, MI 48220 • 248/586-8686 • Fax 248/586-8698

WELCOME TO FERNDALE PUBLIC SCHOOLS!

The following information is provided to help guide new families through the enrollment process. Please gather the documents you need and bring them with you when you come to enroll your child. The Enrollment Office is open weekdays 8 am to 4 pm for new student enrollment. Please call 248/586-8686 if you have any questions.

WHAT TO BRING WHEN YOU ENROLL

Final enrollment is complete when all the following documents have been provided:

- Original Birth Certificate with Seal or Valid Passport** (demonstrating parentage of custodial parent)
- Probate Court Guardianship Papers** (for Legal Guardians, demonstrating relationship to child)
- Immunization Records (up to date)** – Provided by a doctor or health department, including proof of Varicella (chicken pox) Your child's immunization records must be updated before school starts.
- Health Appraisal Form** – May be required for kindergarten, middle school and high school only. Your child cannot be enrolled without immunization records and proper documentation.
- Vision Screening (Kindergarten only)**
- Transcripts – Transcripts & drop slip for grades 10-12/report cards for grades 1-9**
- Special Education Documents - Current IEP/MET** for students receiving Special Education services
- Driver's License** (or State ID showing photo ID of parent/guardian name)
- Residency Documentation and Verification** – These documents are described below.

If you move to another address before school starts, it is your responsibility to notify the Enrollment & Student Records Office of your new address.

Every new student will have their address verified according to the street address map prior to enrolling. Residency is defined as a student who has one or both parents, or legal guardians who own or rent within the Ferndale Schools district. In-District Residency is defined as the City of Pleasant Ridge, and portions of the Cities of Ferndale, Oak Park, and the Charter Township of Royal Oak. A street address map is available in the Enrollment Office for residency verification.

STANDARD PROOF OF LEGAL RESIDENCY must include the following:

Home Owner (one of the following):

- Closing Statement
- Purchase Agreement
- Mortgage Payment Book
- Current Property Tax Bill

Renter:

- Current Signed Lease /Letter from Landlord with contact information.
- (Landlord may be contacted to confirm tenants-)

Current Bills for the residence covering a service period ending within 30 days of the enrollment date. These document that the parent/guardian is conducting the business of a resident at this address. Any **two of the following** showing parent/guardian name and address within the Ferndale District:

- Gas or Electric Bill
- Telephone Bill (land line ONLY)
- Cable Bill
- Satellite TV Bill
- City Water/Sewage Bill
- Credit Card Bill
- Pay Stub with Address
- Official Government Business Mail