



# Welcome to Columbia School District New Student Enrollment K-12 Guidelines

**ALL Students:** Call 517-592-6641 or come to the Administration Office located at 11775 Hewitt Rd.

\*When registering your child/children, one or both parents/guardian(s)/legally responsible adult(s) should plan on coming.

**You should bring the following items with you:**

**Birth Certificate** (issued by either the state or county where student was born)

Bring **immunization records**. Proof will be needed that your student’s immunizations are up-to-date. New entrants to Kindergarten must also have proof of vision screening. (MSC Section 1177)

**Proof of Residency**. Acceptable documentation includes: drivers license, rent receipt, utility bill.

If your student has been receiving **special education services**, you should bring a copy of the latest IEP.

**Proof of Guardianship/Parentage** (if you are not the parent) or relevant court papers related to custody.

A copy of the **latest report card or a transcript of grades** (middle and high school).

If your student has been home schooled, please provide documentation describing curriculum and/or programs followed.

**It will be necessary to fill out the following papers:**

- Student Registration Form
- Request for Complete Student Records
- If needed--Previous Enrollment/Temporary Placement in Special Education form
- If needed--Medication Release and Administration Form
- Optional—Application for Free and Reduced Meals
- Electronic Information Acceptable Use Policy
- Schools of Choice Application (if applicable)
- Home Language Survey
- Weapons Policy

The following information is to be completed at the initial contact.

Parent(s) : \_\_\_\_\_

Parent e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Student(s): \_\_\_\_\_ Age: \_\_\_\_\_ Grade \_\_\_\_\_

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