



378 STATE STREET
CHARLOTTE MI 48813

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ENROLLMENT PACKET

Dear Parent(s),

On behalf of the staff and students at Charlotte Public Schools we welcome you to our community. Our goal is to make your family's transition into Charlotte Public Schools a smooth and pleasant experience. In this packet you will find all of the necessary enrollment documents for your child(ren).

The following documents must be completed in order to enroll your child(ren):

- Enrollment Form
- Residency Verification Affidavit
- Request for Educational Records
- Enrollment Transition Questionnaire
- Transportation Form
- Member Responsibility Form (Tech Form)

At the time of enrollment you must also provide the Registrar's Office with:

- 2 proofs of your residency in our district (personal identification items)
- **An original Certified Birth Certificate** – this will be returned to you
- Proof of required immunizations

We have also provided the following documents for your convenience:

- Charlotte Public Schools K-12 Student Registration Procedures
- State of Michigan Immunization Requirements
- Homeless Children & Youth Rights

Again, we would like to extend a warm welcome and thank you in advance for your cooperation during the enrollment process. Please return completed packets along with all requirements to the K-12 Registrar's Office, located inside the District Student Services Office at the Charlotte High School, 378 State Street, Room #240, Charlotte, MI 48813.

If you have any further questions please contact our District Registrar, Diane Lane at 541-5133.

~ Charlotte Public Schools

"Your Partner in Preparing for Tomorrow"

Charlotte Public Schools is an equal opportunity employer that offers student programs and services without regard to sex, creed, national origin or disability.