

## Required Documentation for DK- 12<sup>th</sup> Grade Enrollment

Once you have finished the pre-online enrollment you will be prompted to set up an appointment with our Enrollment Specialist. Bring all supporting documentation listed below in person to your appointment. All appointments take place at the Oxford Community Schools Administration building in the Student Services office at 10. N. Washington located on the Northeast corner of M-24 and Burdick. Please park in the lot off of Burdick and enter through the back door.

- Original birth certificate with the raised seal
  - Two (2) Proofs of Residency with your name, address and current date:
    - **Homeowner**
      - Current mortgage statement or property tax statement
      - Current utility, wireless, insurance bill or bank statement
    - **Renters**
      - Current lease with your name, address and current date. If your lease has expired and is now month to month, please bring your lease AND your landlord's name, address and phone number to verify status.
    - **Living with a Resident**
      - Current mortgage statement or property tax statement or lease of the homeowner with their name, address, and current date.
      - Currently utility, wireless, insurance bill or bank statement with your name, address, and current date.
- \*\*\*A signed and notarized affidavit by you (the parent) and the homeowner which Oxford Schools supplies and can notarize at no charge.
- Immunization Record (available at Department of Health or Doctors office)
  - Health Appraisal completed and signed by parent
  - Vision Screening (Kindergarten only)
  - Parent Driver's license (this only verifies who the parent is, not used for residency)
  - Legal Custody or legal Guardianship Documentation (Divorce Decree, PPO's or Court Orders)
  - All Special Education documentation IEP & MET or 504 Plan (if applicable)
  - Current Student Transcript/Report Card