You must provide the REQUIRED documents listed below to complete your child’s enrollment.

PROOF OF RESIDENCY

- **Homeowners:** Mortgage Statement or Deed or Property tax bill AND a current utility bill (no water bill accepted)
- **Renters:** Current Lease Agreement AND a current utility bill (no water bills accepted)
- **Living with other family:** Notarized Shared Housing Form – available on our website under FORMS and RESOURCES. Please note that parent/guardian and homeowner/renter must sign the Shared Housing Form in front of a public notary. Residency proof will be provided by the homeowner/renter.

ADDITIONAL REQUIRED DOCUMENTS

(Copies of documents will be made and originals returned to you)

- **Parent/Guardian identification** (valid driver’s license, Michigan Identification, or Passport)
- **Child’s original/Certified Birth Certificate** – MUST HAVE RAISED SEAL (photo copies are not accepted)
- **Copy of Individualized Education Plan and MET** for students receiving special services
- **Custody papers in event of divorce**
  - Note: Absent a court order that specifically provides otherwise, Royal Oak Schools is required by law to permit custodial and non-custodial parents and guardians the same access to their student and the student’s records. If a court has limited or denied such access, Royal Oak Schools must be provided with a current court order that specifically address access while the student is at school.
- **Current immunization records**
- **Proof of vision screening** (Kindergarten enrollment Only; Due by the First Day of School)
- **Copy of transcript from previous school** (Grades 9-12)