

Grass Lake Community Schools

New Student Registration Check-Off List

We welcome you and we are glad that you have chosen to enter your child into Grass Lake Community Schools. We wish to make the registration process as easy as possible as we begin to transition your child into his or her new school. In addition to the Enrollment Form the following items must be submitted at the time of your appointment or we will not be able to register your child:

- 1. **Residency Validation Affidavit** – We need something to verify that you live in the school district. Please refer to the Residency Validation Affidavit for **two** valid forms of proof of residency. **If you live out of the District**, please go to our Central Office and fill out a School-of-Choice registration form. It will need to be approved before enrollment occurs.
- 2. **Immunization Records** – According to State law, we will need proof of all your child’s immunizations. If you are not certain if your child is up to date with his/her immunizations, please contact your family practitioner before coming to our office (If your child has had the chicken pox, please supply the date).
- 3. **Birth Certificate** – Birth certificates must be the original that includes the county seal. We will make a copy and return the original to you.
- 4. **Proof of Custody** – If custody arrangements for the child are applicable, we need a copy of the most current custody papers.
- 5. **Other Documents** - If documents exist that include adoption certificates or legal name changes, please have those available
- 6. **Special Education** – If your child has received special education services, such as speech, occupational therapy, physical therapy, resource room help, etc., a copy of the most recent IEP or 504 Plan is essential.
- 7. **Request for Release of Information Form** – Please include complete contact information for your child’s previous school, including the name of the school, address, phone number, and fax number.
- 8. **McKinney-Vento Questionnaire** – Required information to comply with the McKinney-Vento Act.
- 9. **Concussion Awareness Acknowledgement Form** – The State of Michigan requires all parents of students enrolled in physical education classes and/or sports to be informed of the symptoms of concussions. Please return the Acknowledgement Form signed by both parent and student that indicates that you have received and reviewed the Concussion Fact Sheet.
- 10. **Agreement for Acceptable Use of Technology** – Agreement must be signed by student and parent/guardian.
- 11. **MIDDLE SCHOOL ONLY** – Form indicating your choice of band or choir.
- 12. **HIGH SCHOOL ONLY - Transcript of High School Grades** – You should be able to get an unofficial copy of your child’s transcript from your previous school, including the classes and grades for classes currently enrolled in. *(If Algebra or Spanish classes were taken in middle school grades, please include documentation for these also.)*

Thank you for helping us to make the registration process as efficient as possible by bringing the information listed above. Please do not hesitate to call if you have questions, or if we can assist you in this process.

George Long Elementary School (K-5) –
829 S. Union Street – Grass Lake, MI 49240
Ph: 517-867-5590 Fax: 517-522-8789

Grass Lake High School (9-12) –
11500 Warrior Trail – Grass Lake, MI 49240
Ph: 517-867-5570 Fax: 517-522-5490

Grass Lake Middle School (6-8) –
1000 Grass Lake Road – Grass Lake, MI 49240
Ph: 517-867-5550 Fax: 517-522-4775

Grass Lake Community Schools –
899 S. Union Street – Grass Lake, MI 49240
Ph: 517-867-5540 Fax: 517-522-8195