

# Grass Lake Community Schools

## New Student Registration Check-Off List

*Included below are the documents you will need when enrolling your child at Grass Lake Community Schools*

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. Please bring the following information with you, along with a completed registration form, emergency form, and request for information form. These forms can be found on the website.

The following items must be submitted prior to your appointment or we will not be able to register your child:

- 1. **Residency Validation** – We need something to verify that you live in the school district. A sales agreement, a rental agreement, or a utility bill with a Grass Lake School District address will need to be presented before enrollment can occur. **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. **Transcript of High School Grades** – You should be able to get an unofficial copy of your child’s transcript from your previous school. **(High School transcripts only.)** A copy of your child’s most recent report card would be helpful.
- 3. **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 (please note we also need the date your child had chicken pox).
- 4. **Birth Certificate** – Birth certificates must be the original copy that includes the county seal. We will make a copy and return the original to you.
- 5. **Proof of Custody** – If custody arrangements for the child are applicable, we need a copy of the most current custody papers.
- 6. **Other Documents** - If documents exist that include adoption certificates or legal name changes, please have those available
- 7. **Special Education** – If your child has received special services, such as speech, occupational therapy, physical therapy, resource room help, etc., a copy of the most recent IEP is essential.
- 8. **Information From Last School** – Please bring information about your child’s last school, including the name of the school, address, phone number, and fax number.

Thank you for helping us 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: 517-522-5590 Fax: 517-522-8789

### **Grass Lake High School (9-12) –**

11500 Warrior Trail – Grass Lake, MI 49240  
Ph: 517-522-5570 Fax: 517-522-5490

### **Grass Lake Middle School (6-8) –**

1000 Grass Lake Road – Grass Lake, MI 49240  
Ph: 517-522-5550 Fax: 522-4775

### **Grass Lake Community Schools –**

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

Our Website: [WWW.GRASSLAKESCHOOLS.COM](http://WWW.GRASSLAKESCHOOLS.COM)