

# Enrollment Documents

Office of Enrollment / 313.240.4377 / [detroitk12.enroll](http://detroitk12.enroll)

Below are acceptable forms of required documentation for the enrollment process.

## BIRTH RECORD

- Birth certificate (preferred)
- Baptismal or religious certificates showing the date of birth
- Court records
- Governmental records (county, military, passport, immigration)
- Adoption records
- Doctor or hospital records with a sworn statement
- Family records (e.g. an entry in a family bible)

*Notarized affidavit is required for birth record documents other than an original birth certificate.*

## Resources

- Wayne County Clerk's Office  
313-224-0270
- State of Michigan  
Vital Records Office  
517-335-8666
- Post Office  
(Passports)

## PROOF OF ADDRESS (2 forms)

- Government-issued photo ID
- Public assistance documents
- Official government mail
- Detroit ID
- W2 or pay stub
- Utility bills
- Car registration

## PHOTO ID

- Driver's License
- Passport
- Military ID
- Detroit ID
- State ID

## Resources

- Secretary of State  
888-767-6424
- Family Independence Agency
- Detroit ID  
800-408-1599
- Post Office  
(Passports)

## IMMUNIZATION

- Immunization Record
- Immunization Waiver

## Resources

- Detroit Health Department 313-876-4000
- Michigan Care Improvement Registry (MCIR)
- School-Based Health Center (SBHC) 313-874-8323
- Waivers - Wayne County Dept. of Health 734-727-7125

## STUDENT RECORD

- Transcript
- Report Card(s)

*Or submit completed Transcript Request Form, available at [detroitk12.org/enrollnow](http://detroitk12.org/enrollnow)*

## Resources

- DPSCD Student Records & Transcripts  
Contact the Parent Hotline 313-240-4377
- New students should reach out to previous school district