



## Great Start Readiness Program (GSRP) Application Process

Follow the steps below to complete the online GSRP Application process for your child.

1. **Scan and save the required documentation to your computer.** (See list below).  
(The documents will be uploaded during the online pre-enrollment process)

Note: Most cell phones have the ability to scan and save documents.

2. **Click the link below to go to the Clawson Pre-Enrollment website.**

<https://mistar.oakland.k12.mi.us/clawson/PreEnrollment/>

3. **Complete an online GSRP Application by clicking the link located at the top of the Clawson Pre-Enrollment page.**
4. **Scroll down to the bottom of the Clawson Pre-Enrollment page and click on Start a New Pre-Enrollment.** Complete each step and click submit when done.

Note: Once your application is complete with the supporting documentation you will receive a letter from us acknowledging receipt of your application.

### **REQUIRED DOCUMENTS**

**PROOF OF RESIDENCY** – submit **ONE** of the following documents

- Parent/Guardian Driver's License
- Parent/Guardian recent Pay Stub
- Current Utility Bill
- Other **recent** government issued documents listing the address and name of
- Parent/Guardian of child.

### **ADDITIONAL REQUIRED DOCUMENTS**

- **Parent/Guardian Identification** (valid driver's license, Michigan Identification, or Passport)
- **Legal Guardian Court Order** (if applicable)

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### **ADDITIONAL REQUIRED DOCUMENTS continued:**

- **Child's Birth Certificate**
- **Up-to-date Immunization records or waiver** from the Oakland County Health Dept.
- **Custody papers in event of divorce** (if applicable)

Note: Absent a court order that specifically provides otherwise, Clawson Public 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, Clawson Public Schools must be provided with a current court order that specifically addresses access while the student is at school.

### **PROOF OF INCOME**

Please choose from **ONE** of the four income verification options listed below. (Proof of income is required for all families applying to GSRP —even if they do not qualify based on income).

1. **Income Tax Form 1040** (usually line 7 or 22)
2. **Pay Stub or Pay Envelopes** (for 3 consecutive periods)
3. **W-2**
4. **No Income** - (If no income is selected, please provide an explanation as to how living expenses are covered. For example, are family members helping out?)

### **PROOF OF ADDITIONAL INCOME**

Please provide proof of the following **additional income** types (if applicable).

- Alimony
- Child Support
- Foster Care Reimbursement
- Pension(s)
- Social Security Disability Payments
- Supplemental Security Income
- TANF Documentation (cash assistance from the state)
- Unemployment
- Other