



Clawson Public Schools  
Central Enrollment Office  
626 Phillips Ave. Room 201B  
Clawson, MI 48017  
Office: 248.655.4417 Fax: 248.655.4433  
Website: [www.clawsonschools.org](http://www.clawsonschools.org)

Please upload the **REQUIRED** documents listed below to complete your child's enrollment.

## **PROOF OF RESIDENCY**

- **Homeowners:** Mortgage Payment Statement, Mortgage Agreement, Deed, or Property tax bill **AND** a **current** Utility Bill (no water bills) or Car / Homeowner insurance policy
- **Renters:** Current Lease/Rental Agreement **AND** a **current** Utility Bill (no water bills) or Car / Renters Insurance policy
- **Living with another family:** Notarized Affidavit of Residency - (available on the [Enrollment webpage](#))

*Note: Parent/guardian **and** homeowner/renter must sign the Affidavit of Residency. Homeowner/renter must provide proof of address from the lists above.*

## **ADDITIONAL REQUIRED DOCUMENTS**

- Parent/Guardian Identification (valid driver's license, Michigan Identification, or Passport).
- Legal Guardian Court Order
- Child's Birth Certificate
- Up-to-date Immunization records or waiver from the Oakland County Health Dept.
- Copy of Individual Education Plan and MET for students receiving special services.
- Custody papers – 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.*

### **Additional documents required for Transitional Kindergarten & Kindergarten students.**

- **Proof of Hearing and Vision Exam** - Michigan Public Health Code (Act 368 of 1978) requires hearing and vision screening for TK and Kindergarten entrance. Hearing and vision screenings done in preschool by a health department technician, physician, or eye doctor fulfills this requirement. Oakland County Health Division offers free hearing and vision screening for children that live and learn in Oakland County. Call (248) 424-7070 for an appointment.

### **Additional document required for students in grades 9-12.**

- Copy of transcript from previous school.