

**Allen Park Public Schools  
New Student Enrollment/Re-Enrollment  
2009/2010**

**BOARD OF EDUCATION POLICY REQUIRES THE FOLLOWING:**

Parent/Guardian must enroll child – **no third party registrations will be accepted.**

1. **Renting** – must present photo i.d. and **one** of the following:
  - a) Rental agreement with the owner’s name and signature
  - b) Month to month rental agreement **and** a completed *Landlord Verification of Residency* form
  - c) Rental receipt showing landlord’s name, address, and phone number **and** a completed *Landlord Verification of Residency* form
  
2. **Owner** – must present photo i.d. and **one** of the following:
  - a) Wayne County tax record check
  - b) Recent tax statement
  - c) Closing statement
  
3. **Parent and Student Residing With Relative or Family Friend**
  - a) The resident relative or family friend must visit business office to fill out the *Residency Affidavit* form.
  - b) Must prove residency (see guidelines for renting or owner).
  - c) All rentals must include the *Landlord Verification of Residency* form
  
4. **Student Residing With Relative or Family Friend/Non-Relative**
  - a) Relative
    - a. The resident relative must visit the business office to fill out the *Guardian Affidavit* form.
    - b. Must prove residency (see guidelines for renting or owner).
    - c. All rentals must include the *Landlord Verification of Residency* form.
  
  - b) Family Friend/Non-Relative
    - a. Must provide proof of court ordered guardianship
    - b. Must prove residency (see guidelines for renting or owner).

*Note: State law and district policy require that the parent or guardian must reside within the district boundaries. Students found to be improperly enrolled will be immediately dropped from membership and a tuition payment, based on the annual tuition rates established by the State of Michigan (\$7,645 for the 2009/10 school year), may be levied. The parent or guardian of a student who does not reside at the property signed for, or who moves out of the Allen Park Public Schools District without notifying the schools, will run the risk of being charged the above amount in tuition.*

*In matters related to “Schools of Choice”, Allen Park Public Schools is considered a “district of choice.” A limited number of seats were made available to students in select grades through “Schools of Choice” for the 2009/10 school year. However, this application process is now closed.*

**ALLEN PARK PUBLIC SCHOOLS  
DEPARTMENT OF PUPIL ACCOUNTING AND STUDENT SERVICES**

**RESIDENCY AFFIDAVIT**

DATE: \_\_\_\_\_

PROOF OF RESIDENCY: Wayne County tax record \_\_\_\_\_ Closing Statement \_\_\_\_\_ Rental Agreement \_\_\_\_\_

OTHER: \_\_\_\_\_

I.D.: Owner                      Dr. License \_\_\_\_ State I.D. \_\_\_\_ Other \_\_\_\_\_

Parent/Guardian      Dr. License \_\_\_\_ State I.D. \_\_\_\_ Green Card \_\_\_\_ Other \_\_\_\_\_

PREVIOUS ADDRESS OF PARENT OR GUARDIAN: \_\_\_\_\_

NAME OF PARENT OR GUARDIAN SEEKING TO ENROLL CHILDREN: \_\_\_\_\_

STREET NUMBER & NAME: \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

List full names and birth dates of children seeking enrollment:

- |          |            |              |
|----------|------------|--------------|
| 1. _____ | B.D. _____ | SCHOOL _____ |
| 2. _____ | B.D. _____ | SCHOOL _____ |
| 3. _____ | B.D. _____ | SCHOOL _____ |
| 4. _____ | B.D. _____ | SCHOOL _____ |
| 5. _____ | B.D. _____ | SCHOOL _____ |

\_\_\_\_\_  
Signature of Property Holder

\_\_\_\_\_  
Signature of Parent/Legal Guardian

Relationship to Parent/Guardian \_\_\_\_\_

We, the undersigned, do confirm and attest that the above named is in residence at the address stated. We also confirm and attest that the school-age children listed above reside at the same address.

Students found to be improperly enrolled will be immediately dropped from membership and a tuition payment levied, based on the annual tuition rate established by the State of Michigan. It will be the responsibility of the property owner or lessee for \$7,645 to be paid to the Allen Park Public Schools, if the individual does not reside at the property signed for, or moves out of the Allen Park Public School District without notifying the schools that they are moving.

I have read and agree to the above statements:                      PROPERTY OWNER: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME:                      This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

\_\_\_\_\_, Wayne County, Michigan

My commission expires \_\_\_\_\_

**ALLEN PARK PUBLIC SCHOOLS  
DEPARTMENT OF PUPIL ACCOUNTING AND STUDENT SERVICES**

**GUARDIANSHIP AFFIDAVIT**

DATE: \_\_\_\_\_

PROOF OF RESIDENCY: Wayne County tax record \_\_\_\_\_ Closing Statement \_\_\_\_\_ Rental Agreement \_\_\_\_\_

OTHER: \_\_\_\_\_

I.D.: RESPONSIBLE PARTY – Driver’s License \_\_\_\_\_ State I.D. \_\_\_\_\_ Other: \_\_\_\_\_

PARENT’S CURRENT ADDRESS: \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

PARENT’S DATE OF RETURN: \_\_\_\_\_

RESPONSIBLE PARTY: Name \_\_\_\_\_ Address/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

Is furnishing a home for:

Name \_\_\_\_\_ DOB \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Relationship to Child: Relative (sister, brother, etc.) \_\_\_\_\_ Guardian \_\_\_\_\_

IF RELATIVE, do they have notarized letter from parents? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Relative: parent, grandparent, brother, sister, stepparent, stepsister, stepbrother, uncle, or aunt by marriage, blood, or adoption)

IF GUARDIAN, do they have guardianship papers? Yes \_\_\_ No \_\_\_ If not, have they applied? Yes \_\_\_ No \_\_\_

If they have applied, court date \_\_\_\_\_

Full Guardianship \_\_\_\_\_

Limited Guardianship \_\_\_\_\_ expiration date (6 months) \_\_\_\_\_

Responsible party further states that it is necessary for said child to reside within the boundaries of Allen Park Public Schools because of the parent’s inability to furnish a suitable home for said child. Responsible party further states that said child has come to live in the School District of Allen Park in good faith, for the purpose of acquiring a home and not for the purpose of obtaining school facilities.

Students found to be improperly enrolled will be immediately dropped from membership and a tuition payment levied, based on the annual tuition rate set by the Allen Park Board of Education. It will be the responsibility of the RESPONSIBLE PARTY for \$7,645 to be paid to the Allen Park Public Schools, if the individual does not reside at the property signed for or moves out of the Allen Park Public School District without notifying the schools that they are moving.

I have read and agree to the above statements: RESPONSIBLE PARTY: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME: This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

\_\_\_\_\_, Wayne County, Michigan

My commission expires \_\_\_\_\_

