

Steps for Kindergarten Enrollment at Howard Elementary

Step One: Pre-Enrollment

Complete the online pre-enrollment by visiting:

<https://dearbornschools.org/services/enroll/> This “pre-enrollment” step provides the necessary documents to complete the enrollment.

Step Two: Scan and upload your documents

After completing the student pre-enrollment information, upload your scanned documents that are requested. If you don't have access to a scanner, most smartphones have a scanning application or you can take a photo of the document.

If you are still having difficulty, please contact student services at 313-495-4004 for assistance

All students will need the following forms and items to enroll:

- Original certified birth certificate, passport or refugee document.
- Immunizations / Shot Records (required prior to the start of physical attendance in school) The required shots may be found by clicking the following link:
https://www.michigan.gov/documents/mdhhs/School_Req_for_Schools_553548_7.pdf
- Health Physicals* (not needed at the time of enrollment but required at the start of the school year. The physicals are required for kindergarten, 6th and 9th graders **ONLY**). This form can be found on the <https://dearbornschools.org/services/enroll/>. Scroll down to get to [Health Form.pdf](#)

- Parent/guardian's driver's license, State ID, passport or work permit for identification purposes only.
- Items to Prove Residency are as follows:

If you own your home you will need the following:

- Current property tax bill, Deed, Closing Statements or Certificate of Occupancy
- DTE bill (copy of front and back), Cable or Cellphone bill (no DTE shut-off notice or water bill)

If you rent your home we will need the following:

- Signed current rental/lease agreement
- A Landlord Affidavit must be filled out by you and your landlord <https://dearbornschools.org/services/enroll/> (PDF).
- DTE bill (copy of front and back), Cable or Cellphone bill (no DTE shut-off notice or water bill)

Note: If you do not own or rent your home, and live with someone you must fill out a Residency Affidavit At Student Services Office located at 18700 Audette St, Dearborn MI 48124 with the owner/renter of the home with which you reside, with proof of residency. Please contact them for an appointment at (313) 827-3005.

You will need the following for Residency Affidavit:

- The person with whom you reside with needs to come in with you to fill out a residency form

- Copy of their ID
- Items to prove Residency as above

Once we've received all your required documents, we will enroll your student. We will call or email you a confirmation when the enrollment is complete.