KINDERGARTEN ENROLLMENT PROCESS

Each student must enroll prior to starting school. Enrollment is a two-step process.

STEP 1 – Online Enrollment
The first step of enrollment is completed online. Please visit www.lakeviewspartans.org to complete the online enrollment step. Detailed instructions are attached. Assistance and computers are available at the District Central Office.

District Central Office is located at 15 Abor Street. Enrollment assistance is available Monday – Friday between the hours of 7:30 a.m. and 3:30 p.m.

STEP 2 - Required Enrollment Paperwork
The documents and paperwork listed below are required to complete the enrollment process for students entering kindergarten. Please return all completed paperwork and required documents to the District Central Office.

1. **STATE CERTIFIED BIRTH CERTIFICATE:**
   - Parents need to take an original birth certificate to the Administrative Office.
   - Additional state birth certificates may be obtained on-line at www.Michigan.gov, and by contacting the City Hall in the county of your child’s birth.
   - *We cannot accept a hospital certificate (with baby’s footprints).*

2. **IMMUNIZATIONS:**
   - All students must have complete, up-to-date immunization records before student may begin school.

3. **RESIDENCY VERIFICATION:**
   - Residency verification may be in one form of the following and must be current (within past 60 days). We apologize that we cannot accept shutoff notices.
     - Rental Agreement
     - Utility Bill (water, gas or electric only)
     - Mortgage Payment Receipt
     - Recent Property Tax Bill
     * Driver’s License or Telephone Bills are not acceptable
   - *If living in another person’s home, the property owner must accompany the parent or guardian to the office and provide the necessary proof of residency plus one form of identification. Both parties must sign a residency affidavit form.*

4. **PARENT ID**
   - Driver’s license or other Photo ID

5. **VISION AND HEARING SCREENINGS:**
   - Parents are responsible for providing the school office with vision screening results.
     - Hearing tests are recommended
     - Vision screenings are provided by Walmart at no charge. Visit their vision center for details.
     - Parents may take child to their family physician if preferred.
**Additional Enrollment Paperwork:**
The documents and paperwork listed below are requested should they apply to your child. Please return all completed paperwork and required documents to the District Central Office.

**KINDERGARTEN AGE WAIVER**
Kindergarten Age Waiver Request forms are available in the Central office at 15 Arbor St. Children must be five years old by September 1 of the current year to attend kindergarten. Children who turn five after September 1 and by December 1 of the current year may attend kindergarten with a signed waiver. Kindergarten Age Waiver Request forms are available at Central Office.

**CURRENT IEP:**
If your child receives special education services, please provide a current copy of their IEP so we can best serve your child from day 1.

**504 Plan:**
If your child receives services through a 504 plan, please provide a copy of that plan so we can best serve your child from day 1.

**CUSTODY PAPERS (WHEN APPROPRIATE):**
Legal documentation is not required, but necessary if parents have any concerns for the time a child is attending school.

Building Registration will occur for all students (new and returning). This is a separate process from the District Enrollment. You will be contacted regarding Registration once the enrollment process has been completed.

Please contact the Central Office at 269-565-2400 with questions.

Lakeview School District
Central Office
15 Arbor Street
(269) 565-2400
Monday – Friday
7:30 a.m. - 3:30 p.m.
Lakeview School District Online Enrollment Process

Go to [www.lakeviewspartans.org](http://www.lakeviewspartans.org) and click on “Enrollment”

If you do NOT have other students attending school at Lakeview School District, click “Enrollment for New Families”

If you have another child attending Lakeview School District, click on “Enrollment for Current Families”

If you have another child attending Lakeview School District, login to your parent account to enroll the new student. If you need your login information, please call your child’s school secretary.
If you do NOT have other students attending school at Lakeview School District, you will see this and simply enter the information on the screens to begin the enrollment process for your student.

After completing this step, you will receive a username and password to then complete the online district enrollment process.

Once you have completed the online district enrollment, please deliver the following to the Lakeview Central Offices, 15 Arbor Street, Battle Creek, MI 49015 between the hours of 8:00 a.m. to 3:30 p.m.

- ORIGINAL birth certificate
- Acceptable Proof of residency, i.e. utility bill, lease agreement, house deed.
- Your child’s immunization records
- School of Choice form if necessary (found on district website)
- Current IEP, 504, vision/hearing tests, court documentation, or other information to help us provide a successful transition for our new student
- Photo ID of parent

THANK YOU!!!!

Once the enrollment has been processed by central office staff, you will receive an email with directions to complete the online building registration process.