



Saugatuck Public Schools
 PO BOX 818
 201 Randolph Street
 Douglas, MI 49406
 269-857-1444

Thank you for choosing Saugatuck Public Schools, the best small school in Michigan, for your students education. At Saugatuck Public Schools we pride ourselves on *Preparing Students for Life*.

Mission Statement

Prepare Students for Life

Shared Vision

Support Every Child

We Value

Every Individual
 Integrity
 Excellence
 Our Community

Goals

To Provide:
 A Personalized Education
 A Culture Conducive to Learning
 Excellence in Offerings & Delivery
 District Strength & Viability

The attached form is the beginning of the enrollment process. Once we have received your Pre-Enrollment form you will be contacted with a PowerSchool ID which will allow you to complete the online enrollment process.

VERY IMPORTANT

We **CANNOT** register your child(ren) without having all the listed documentation in our possession.

CONFIRMATION OF PRE-ENROLLMENT along Parent ID and temporary password will be e-mailed within one week of receipt of this form. This information will allow you to complete the enrollment process.

ENROLLMENT CHECKLIST

- YES - My child will have reached age 5 on or before September 1, 2018 to be eligible to enroll. (or I have a signed waiver)
- YES - I have proof of SPS District Residency (choose any TWO of the following):
 - Current Lease Agreement (including the page with landlord and tenant signatures)
 - Mortgage Statement (within last month)
 - City Assessor's Tax Statement (current year)
 - Current Utility bill, Cable bill, Cell Phone bill, etc (within last month)
- IF NO - I have filled out a district School of Choice Form and have been approved
- YES - I have Valid Drivers License (proof of parent or guardian)
- YES - I have my Child's Birth Certificate, the original with a raised seal
- YES - I have child's current Immunization Records
- YES - I have all Court documents (ONLY APPLICABLE IF guardianship, foster care, etc. exists)
- YES - I have completed the General Education information on the front of the form that lists Gifted & Talented, Individual Educational Plan & Title One Reading Services or a 504 Plan
- YES - I have a copy of my child's current transcript and/or schedule
- YES - I have completed a transportation request for my student (if applicable)
- YES - I have filled out the Lunch Program Application



PRE REGISTRATION FORM

and Official Request to Send Student Educational Records

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Student's **Legal** Name (as listed on birth certificate):

Last
First
Middle

Previous School Attended: _____

Previous School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please send all educational records to:

Douglas Elementary School
 261 Randolph Street
 PO BOX 818
 Douglas, MI 49406
 269-857-2139
 269-857-4487 - fax

Saugatuck Middle-High School
 401 Elizabeth Street
 Saugatuck, MI 49453
 269-857-2133
 269-857-6145 - fax

Please include:

- Cumulative Records (CA60)
- Special Education Records
- Disciplinary Records
- Other: _____

I hereby consent to the release of the records of the above named student.

 Parent/Guardian Signature

 Date

 School Official Requesting Records

 Date Requested

Office Use Only

- | | |
|---|---|
| _____ Birth Certificate | _____ \$25 Material Deposit (if applicable) |
| _____ Immunization Record | _____ Chromebook \$20 Deposit (if applicable) |
| _____ Signed Acceptable Use Policy
(date signed) | _____ Concussion Form (date signed) |
| _____ Transportation Form
(date sent to CO) | _____ Parent/Guardian Access ID |
| _____ Address Verified in PowerSchool
(date verified & initials) | _____ Temporary Password |