



Ann Arbor Public Schools  
2555 S State Street  
Ann Arbor, MI 48104

Research Services/Child Accounting  
(734) 994-2249  
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## **RE: Enrollment in Ann Arbor Public Schools**

To enroll your child in the Ann Arbor Public Schools for the 2006–2007 school year, your child must be five years old by December 1, 2006.

If you do not know which school your child will attend, please see the searchable Attendance-Area-by-Street Directory on the web or phone the Child Accounting office at 734-994-2249 (*see <http://curriculumdb.aaps.k12.mi.us:591/streets/>*).

You will need to bring the following documents with you when you go to the school to fill out the enrollment packet:

- **Proof of student identity and age**

In order for the Ann Arbor Public Schools to comply with the Michigan Public Act 84 of 1987, New Student Records Law, it is necessary for all new enrollees, in any grade, to provide to the school within 30 days of enrolling:

- a) A certified copy of the student's birth certificate  
or
- b) Other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the student's birth certificate.

Other reliable proof could include:

- non-certified birth certificate
- baptismal certificate
- doctor or hospital records
- court records
- passport or immigration records
- school census records

In the event none of the above is available, a sworn statement from a parent or guardian signed by a court is acceptable.

If the person enrolling the student fails to provide this information within 30 days, the school must give written notice to the person that if he/she has not complied within the next 30 days, the entire matter will be turned over to the local law enforcement agency. Any affidavit which appears to be inaccurate or suspicious in form or content shall be reported to the local law enforcement agency.

The purpose of this regulation is not to delay enrollment but to provide a method of tracking the increasing number of missing children within the United States.

- **Copies of your child's immunization records signed by a physician or health facility**

Since 1978, state law has required that each new entrant to the school district in grades K-12 have a certificate of current immunization at the time of registration or not later than the first day of school. New entrants to kindergarten must also have proof of vision screening (Section 1177, Michigan School Code).

Complete immunization requirements as well as a list of local health care resources can be found beginning on page three of this document.

Immunizations tracked consist of:

- DPT (diphtheria, pertussis and tetanus)
- Polio
- MMR (measles, mumps and rubella)
- Hepatitis B
- Varicella vaccine (Chicken Pox)

Failure to meet these requirements, as set by the Michigan Department of Community Health, requires the school principal to exclude a child from attendance. See specific requirements along with links to Michigan Department of Community Health and local resources for immunizations and health exams.

- **Three proofs of residency in the Ann Arbor school district, one of which must be a phone, electric, gas or cable bill in your name. Acceptable proof of residency documents include:**

- |                                |                             |
|--------------------------------|-----------------------------|
| • Home purchase agreement      | • Court/FOC record          |
| • Lease agreement              | • Physician/Medical record  |
| • Rent receipts                | • Payroll record            |
| • Lease approval on letterhead | • Social Services record    |
| • Income tax records           | • Utility bill in your name |
| • Insurance record             | • Phone bill in your name   |
| • Employment record            | • Cable bill in your name   |

- **Legal guardianship papers (if you are not the parent)**

**There are several forms to be filled out by nearly all enrollees:**

- Notice of Entry
- Language Survey
- Health Appraisal
- Computer Use Agreement
- Records Release Form, if coming to us from another district

Each school may require additional forms. Applications for free/reduced lunch program are available at each building.

**Other helpful information to bring:**

- Parent/Guardian emergency numbers including work phone, pager and/or cell phone
- Doctor's name and phone number
- Dentist's name and phone number
- Hospital name and phone number
- Emergency clinic name and phone number
- Name, address, and phone number of previous school attended
- High school only: Unofficial copy of transcript from previous school

**Immunization Requirements**

Michigan General School law states that a child enrolling in a school in this state for the first time shall submit a statement signed by a health professional or health department with the month, day and year of the following required immunizations. In addition to the required immunizations, vision screening is required for kindergartners enrolling for the first time.

The Michigan Department of Community Health specifies what immunizations are required. A downloadable summary is available:

([http://www.michigan.gov/documents/School-rules-Feb-2002\\_7213\\_7.pdf](http://www.michigan.gov/documents/School-rules-Feb-2002_7213_7.pdf)).

Resources for immunizations and/or examinations in the Ann Arbor area are provided on page five of this document. The Washtenaw County Public Health office website provides additional links:

([http://www.ewashtenaw.org/government/departments/public\\_health/ph\\_hltimms.html](http://www.ewashtenaw.org/government/departments/public_health/ph_hltimms.html)).

**For children 4 years through 6 years of age:**

- a) 4 doses of DPT (diphtheria, pertussis and tetanus) vaccine. If a dose was not received on or after the 4th birthday, a booster dose at school entry.
- b) 3 doses of any appropriate polio vaccine and if a dose was not received on or after the 4th birthday, a booster dose at school entry.
- c) 2 doses of any appropriate live MMR (measles, mumps and rubella) vaccine received after the 1st birthday, at least 1 month apart and with 1 of the doses at or after 15 months of age OR current laboratory evidence of measles, mumps or rubella immunity. Documented disease history alone is **not** acceptable.
- d) 3 doses of Hepatitis B vaccine.
- e) Varicella vaccine (Chicken Pox) 2002/03 – 1 dose required on or after 1<sup>st</sup> birthday. A parent statement that a child has had chicken pox is sufficient.

**For children 7 years through 18 years of age:**

- a) 4 doses of any appropriate DT (diphtheria and tetanus) vaccine. 3 doses if the 1st dose was received on or after the 7th birthday. IF a dose was not received within the last 10 years, a booster dose at school entry.
- b) 3 doses of any appropriate polio vaccine.
- c) 2 doses of any appropriate live MMR (measles, mumps and rubella) vaccine, received after the 1st birthday at least 1 month apart and with 1 of the doses at or after 15 months of age OR current laboratory evidence of measles, mumps and rubella immunity. Documented disease history alone is **not** acceptable.
- d) 3 doses of Hepatitis B vaccine.
- e) Varicella vaccine (Chicken Pox) 2002/03 –1 dose required if received on or after 1<sup>st</sup> birthday but prior to the 13<sup>th</sup> birthday, OR 2 doses required, administered at least 28 days apart, if child received the 1<sup>st</sup> dose on or after the 13<sup>th</sup> birthday. A parent statement that a child has had chicken pox is sufficient.

**or**

A waiver form signed by a parent or guardian that the child has not been immunized because of religious convictions.

**or**

A waiver form signed by a physician that the immunization(s) is medically contraindicated. A specified period of time must be included. Any extension of time must be documented by a physician's statement.

Any other written objections to immunization(s) can be recognized only with the consent of the director of the local health department.

**Even with a waiver of immunization(s) on file, your child will be excluded from school if a case of one of the above diseases is reported in your child's school.**

Previous school records with the above immunization information can be accepted.

**If the school district does not have all of this information on file, your child will be denied admission.**

A "Health History and Physical Examination" form, completed and signed by the student's physician is requested by the Ann Arbor Public Schools. The form is available in your school office. Principals and school nurses will assist you in any way possible in complying with these requests.

**SOME RESOURCES FOR IMMUNIZATIONS AND/OR  
EXAMINATIONS IN THE ANN ARBOR AREA**

**1. Washtenaw County Public Health Division**

555 Towner Street  
Ypsilanti, MI 48198 (734) 544-6770

• **Morning appointments available 9:00 – 11:30 a.m.**

Call (734) 544-6770 to schedule.

Washtenaw County Human Services Building  
Room #121  
555 Towner Street  
Ypsilanti, MI 48198

• **Afternoon Walk-in Hours**

A Public Health Nurse is available to give immunizations – First come, first served from 1:00 – 4:00 p.m. Tuesday, Thursday and Friday (Closed Holidays)

Human Services Building  
Room #149 (Adult Clinic)  
555 Towner Street  
Ypsilanti, MI 48198

• **Evening Clinics available 4:30 – 6:30 p.m. (Second Monday of each Month)**

No appointment necessary (Closed Holidays)

Human Services Building  
Room #107  
555 Towner Street  
Ypsilanti, MI 48198

2. See listing for private pediatricians in telephone directory.
3. Contact school nurse for other resources and/or assistance.