



## CALEDONIA COMMUNITY SCHOOLS Enrollment FAQ

### Frequently Asked Questions

**Q1. If my enrollment documents are not turned in or if my PowerSchool forms are not complete, can my student still start school?**

A1. No. In order for your student(s) to receive a start date, schedule or be placed with a teacher **both** the PowerSchool process and submission of the required enrollment documents must be completed. *Beginning with the 2025-2026 school year, the enrollment process needs to be completed within 21 calendar days from the date of the pre-registration enrollment request.*

- **Step 2:** PowerSchool setup *and* completing forms A-K in the Enrollment tab found in the Forms section of your PowerSchool Account.
- **Step 3:** Submit all required enrollment documents to the administration office. Documents to submit include the student's birth certificate, immunization record or waiver, enrolling parent/guardian state issued ID and proof of residency.

**Q2. Can you accept a garbage bill, internet bill, phone bill or cable bill for proof of residency as a utility bill?**

A2. No. The only utility bill's that can be accepted are gas, water or electric. Please see Step 3 in the enrollment process found in the School Age Enrollment tab for a complete list of what can be accepted. The School Age Enrollment tab is located in our Enroll Now information.

**Q3. I live with family/friends and don't have proof of residency in my name. What can I use for proof of residency?**

A3. For proof of residency we would need a letter, typed or handwritten, from the person you are living with stating that you and your child(ren) are living at their address, signed by them and dated. Additionally, we will also need a utility bill (gas, water or electric), property tax statement, proof of home purchase or rental/lease agreement in the person's name that is writing the letter. Lastly, a copy of their state issued photo ID will also be needed. This documentation would satisfy the proof of residency requirement.

**Q4. We recently signed a purchase agreement for our home. Can we use that as proof of residency?**

A4. No. We cannot accept a purchase agreement as proof of residency. Once you have closed on your home we can accept documentation from the closing. If you are building a home, a letter from your builder stating the expected move in date may be accepted.

**Q5. I have a screenshot of my students immunization record from their online health chart. Is this acceptable to use?**

A5. As of the 2024-2025 school year we will only be able to accept two forms of documentation for the immunization record. The state issued MCIR record or a printed and signed copy from your family physician. Both can be obtained from your family physician. Per MDHHS the students immunization record or waivers MUST be submitted prior to their first day of school in order for them to attend. Document may be emailed to [washburng@calschools.org](mailto:washburng@calschools.org) or faxed to 616-891-9253.

**Q6. I have an immunization waiver from three years ago for my student. Is that able to be submitted for my students' waiver?**

A6. No. We can only accept a certified current waiver from Kent County Health Department. To make an appointment for an updated waiver you may contact the Kent County Health Department at 616-632-7200.

**Q7. I need to change my students address. How do I go about making that change?**

A7. To change your student's address, log into your PowerSchool parent account and select the Forms option from the navigation window. From there, select the Change Student Address form from the General tab and complete the requested information. Be sure to include one of the documents below for the proof of residence upload. If a document is not included in the upload, we will not be able to update your students' information.

**Current proof of Residency** (provide one of the following)

- Utility bill (gas, electric or water dated within the last month).
- Property tax statement (*not* a tax assessment or mortgage statement) dated with the current tax season.
- Proof of home purchase (additional documentation may be requested).
- Rental/lease agreement (including the page with the landlord and tenant signatures).
- If living with family or friends in their home, the following is needed:
  - A proof of residency as listed above from the homeowner.
  - Photo ID from the homeowner.
  - A letter, typed or handwritten, by the homeowner that includes the names of those living at the residence, the address of the residence, date and signature of the homeowner.

**Q8. What is the enrollment process for my student(s) if they previously attended Caledonia Community Schools and would like to return?**

A8. When a student has exited the district, this is considered a break in enrollment and therefore the enrollment process needs to be completed from the beginning. This would include submitting all of the required documents and completing the PowerSchool set up and PowerSchool Enrollment Forms A-K.

**Q9. We would like our student to attend a different elementary school than the zone in which we live in. Can I request a transfer to another elementary school?**

A9. Yes, you may. The In District Transfer process for the 2025-2026 school year will open on February 1, 2025 at 8:00 am and will close on March 14, 2025 at 5:00 pm. To complete the transfer request, log into your PowerSchool parent account and go to the Forms option in the navigation menu on the left side of the screen. In the General Tab you will find a form called In District Transfer. Complete and submit this form to request a transfer. Please see our In District Transfer tab option on our enrollment website for additional information.

**Q10. My student is a current student in the district. Do I need to enroll my student for the 2025-2026 school year?**

A10. No, you do not. Any student who is already attending CCS Young 5's-12th grade does not need to enroll for the following school year. Only those students who are new to the CCS district or are looking to return after leaving the district need to enroll.

**Q11. I have all of my enrollment documents ready to submit. Where do I turn them in?**

A11. Enrollment documents need to be turned into the Enrollment Coordinator located in our Administration office. The office is located at 8948 Kraft Avenue SE, Caledonia and is open Monday through Friday from 8:00 am to 4:00 pm. Or you may submit them by email to [washburng@calschools.org](mailto:washburng@calschools.org). If you send them by email, once the documents are processed you will receive an email response letting you know that they were received. For questions regarding the enrollment process, please contact Ginnie Washburn at 616.891.8185.

**Q12. Will the Administration office be open in the summer?**

A12. Yes, we are open in the summer. Our summer hours of operation are Monday-Thursday from 8:00 am to 4:00 pm. The office is closed on Fridays. The office is also closed the week of the 4th of July from June 30 through July 4. Our normal business hours will resume the week of August 8th.