



Lake Shore Public Schools

5 Easy Steps to Enroll in School:

- 1. Bring required paperwork (listed below) to school office.**
If school is not in session, documents can be brought to the Administrative Center located at 28850 Harper Ave. – 586.285.8484
- 2. Fill out a Pre-Registration form & Attached documents**
- 3. Log into Power School and create a parent portal**
- 4. Click into INFOSNAP and answer registration questions**
- 5. In August – Log into Parent Portal to complete your registration**

RESIDENTS:

1. Parents need to bring the following to school:
 - a. **Student's original birth certificate**
 - b. **3 Proofs of residency** (3 pieces of mail with your name and address on them - such as a purchase agreement, rental agreement, utility bills, insurance bill, credit card statement, etc.)
 - c. **Student's immunization record**
 - d. Report Card / 2 years of Discipline Records
 - e. **Kindergarten students** are required to have a **hearing and vision test** given by the doctor or the health department, many times these are done at their preschool, due by 1st day of school.
2. Parents will be asked to fill out a **pre-registration form**.
3. When all of the above has been completed, parents will be given a letter explaining how to create a parent portal account in Power School.
4. Once you have a parent portal account you will be linked into INFOSNAP where you will fill out the next step of the enrollment process. If you do not have access to a computer, you may schedule a time to come in and use one. **Once the Power School Parent Portal information is completed, your child is enrolled in our district.**
5. In August, **ALL parents of students enrolled for the upcoming school year will be asked to log into their parent portal, click the link for INFOSNAP and finish the registration process**. This is when you will list who can pick your child up from school, medical information, etc. **The August procedure is a required step.**



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SCHOOL OF CHOICE STUDENTS:

Your process to register for school is the same as a resident, except you have a few steps prior to those listed above.

If you live outside of our district and wish to attend Lake Shore Public Schools, you will need to apply for Schools of Choice during one of the open enrollment periods (which are listed on our website). The Schools of Choice application can be picked up in our office, or you can find it on-line at www.lakeshoreschools.org.

1. Applications must be submitted with required documentation, including:

- Completed & Signed application form.
- Current report card*

Doesn't apply to kindergarten applicants.

**Please obtain an unofficial transcript for students going into 7th- 11th grade*

- Three (3) items showing proof of residency in Macomb County (i.e. home purchase agreement, lease agreement, utility bill, bank or doctor statement).
- Discipline form must be signed by current school and detailed discipline report faxed to 586-285-8463.
- Kindergarten Applicants that will be 5 years of age after Sept. 1st but on/before Dec. 1st must complete and sign waiver provided on the application.

2. A letter will be sent acknowledging completed application with further instructions.

3. Once accepted as a Schools of Choice student – the enrollment process that is listed above is the same.

For elementary students - to keep class sizes equitable between the three buildings, applicants who are accepted through Schools of Choice will be placed by the building principals on one of two selection dates. Those dates will be in June and August. Building principals will take into consideration siblings and other factors. Parents will be notified by mail after the selection dates.

Elementary In-District Transfers

If you would like your student to attend an elementary school that is not your resident school, please fill out and sign the In-District Request form and turn it into your resident school office. You can find this form online or at your resident school office.



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Pre-Registration Form

Student Name: _____ Date of Birth _____

Grade: _____ Gender: _____ Ethnicity: _____

Address: _____

City, State, Zip: _____

Phone: _____

Parent Name: _____

Parent Email: _____

Parent Signature: _____ Date: _____

OFFICE USE ONLY

Resident Resident Transfer Schools of Choice

____ Birth Certificate

____ Immunizations or Waiver

____ Residency/SOC Paperwork

____ Affirmation of Prior Discipline Form

____ Vision & Hearing for Kdg.

____ Home Language Survey

____ Special Services Survey

____ Parent given Portal/Infosnap

____ Release of Records

Student Number _____

____ KMS – Scheduling Sheet



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REQUEST FOR EDUCATIONAL RECORDS

Date Enrolled _____

PREVIOUS SCHOOL INFORMATION			
District			
School			
Address:			
City/State/Zip:			
Phone:		Fax:	

1st request _____ 2nd request _____

STUDENT INFORMATION			
Student Name	Birth Date	Grade	UIC to be filled in by previous school (Michigan only)

I hereby give permission for any school records concerning the above-named students to be released to Lake Shore Public Schools.

Please mail records to (check school):

- Masonic Heights Elementary School, 22100 Masonic Blvd., St Clair Shores, MI 48082
Phone: 586.285.8500 Fax: 586.285.8504
- Rodgers Elementary School, 21601 L'Anse, St Clair Shores, MI 48081
Phone: 586.285.8600 Fax: 586.285.8604
- Violet Elementary School, 22020 Violet Street, St Clair Shores, MI 48082
Phone: 586.285.8700 Fax: 586.285.8704
- Kennedy Middle School, 23101 Masonic Blvd., St Clair Shores, MI 48082
Phone: 586.285.8800 Fax: 586.285.8804
- Lake Shore High School, Attn: Guidance Dept, 22980 East Thirteen Mile Road,
St Clair Shores, MI 48082
Phone: 586.285.8912 Fax: 586.285.8904
- North Lake High School, 23340 Elmira, St Clair Shores, MI 48082
Phone: 586.285.8780 Fax: 586.285.8783

Signature of Parent/Legal Guardian	Date



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HOME LANGUAGE SURVEY

Lake Shore Public Schools is collecting information regarding the language background of each of its students. This information will be used to determine the number of children who should be provided bilingual instruction according to Sections 380.1151-380.1158 of the School Code of 1976, Michigan's Bilingual Education Law. Would you please help by providing the following information?

Thank you very much for your cooperation.

Name of Student: _____ Grade: _____

Is your child's native tongue a language other than English?

- No Yes

If yes, what is that language? _____

Is the primary language* used in your child's home or environment a language other than English?

- No Yes

If yes, what is that language? _____

*Primary Language means "the dominant language used by a person for communication."



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SPECIAL SERVICES SURVEY

Has your child received any of the following:
(Check all that apply)

Did your child receive special services last school year? Yes_____ No_____

IEP Yes_____ No_____

Special Education Classes Yes_____ No_____

If "Yes", please list those classes

504 (documentation needed) Yes_____ No_____

Is there American Indian decent in your family? Yes_____ No_____

If "Yes", additional services are available.

Parent Signature:_____ Date:_____