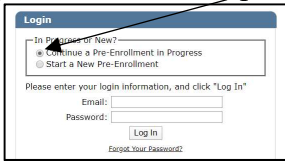


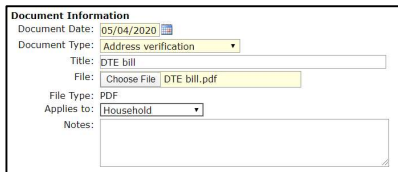
Directions for Uploading Enrollment Documents to an Existing Pre-Enrollment

1. Gather the required documents. This includes:
 - Student’s birth certificate
 - Proofs of Residency – you will need two different items. Acceptable proofs of residency include:
 - Lease Agreement, including landlord and tenant signatures
 - Mortgage Statement
 - Current Utility bills (DTE, Consumer’s Energy, cable/internet (no water bills, please))
 - Property Tax Statement from the City
 - Driver’s License or State ID of parent
 - Immunization records
 - Vision screening (kindergarten only; not due until the 1st day of school)
 - Special Education documents, if applicable
 - Transcript (9-12th grade only)
2. Save copies of the required documents to your computer. The preferable format is .pdf.
3. Log back into the completed pre-enrollment.



4. On the left side of the screen, click “add” under the header Documentation.
5. Under Document Information:
 - a. Document Date: Defaults to current date
 - b. Choose the Document Type (Address Verification, Birth Certificate, Current IEP, Driver’s License, Immunizations, Legal Documents, Transcript, Vision Screening)
 - c. Title: (optional)
 - d. Choose File: This is where you upload the corresponding .pdf from your computer. If the pre-enrollment includes more than one student, you need to choose whether the document applies to the Household (i.e. residency proofs) or a specific student (birth certificate, immunizations, etc.)

Example:



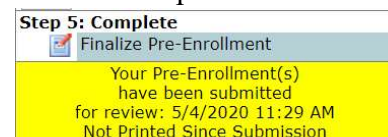
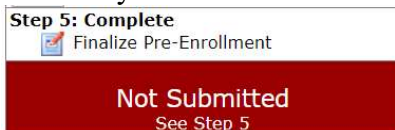
OR



6. Click “Submit” at the top of the screen. You will need to repeat steps 4-6 for each document upload.



7. Once all your documents have been uploaded, you will need to re-do Step 5 and Finalize.



8. To complete the process, you will need to return to the top of the screen and click “Submit Pre-Enrollment to Royal Oak Schools.”

