

Allen Park Public Schools 2023-24

KINDERGARTEN

Registration & Enrollment Instructions

FOR RESIDENTS OF THE "ALLEN PARK PUBLIC SCHOOL DISTRICT" and those offered a school of choice position for the 2023-24 school year, below please find all the information concerning Kindergarten Pre-enrollment for the 2023-2024 school year. Your student must be 5 years of age by September 1, 2023*. If you have a student who will be entering Kindergarten for the 2023-24 school year, please complete the following steps to complete the online pre-enrollment process.

1. ONLINE PRE-ENROLLMENT

- A. To begin the enrollment process of your student in the Allen Park Public School District (APPS), please visit our website, www.allenparkschools.com.
- B. Click on the "Enrollment" box on the right side of the home page. Please read the instructions.
- C. Next you will click on the link to the pre-enrollment.
- D. After reading the instructions, scroll to the bottom of the page and click on "Start a New Pre-Enrollment" (in the login box).
- E. Follow ALL the instructions and once the application is complete, hit submit.

2. COMPLETING THE ENROLLMENT PROCESS

You will need to have the following required documentation available to upload in the pre-enrollment process:

- Student Birth Certificate
- Driver's License for parent/guardian (for ID purposes only)
- (2) Proofs of residency (examples: deed, mortgage closing statement, tax or utility bill, homeowner's insurance policy, rental agreement)
- Current Immunization Record

Other documents needed when school starts. (These may be uploaded if you have them available.)

- Current IEP/504 Plan (if applicable)
- Kindergarten only – Vision Screenings

For those who do not have the ability to upload the documents, please follow the instructions below.

1. Complete and submit the pre-enrollment
2. Take a legible picture of each document
3. Email to parentconnecthelp@appublicschools.com
4. In the subject line of email please type - your student's name, "enrollment documents"

**Children who turn 5 years of age between September 2, 2023 and December 1, 2023 may be enrolled in Kindergarten at the request of a parent/guardian through the enrollment process and by submitting a signed Kindergarten Waiver Request form.*

Class of 2036