

Step 1

If your child, in 2023-24, is a student in GSRP, ECSE, or has pre-school Speech only Services in Romeo Community Schools and you would like to enroll them to begin school in the Fall of 2024, complete this Pre-Registration Form to begin the process.

<https://forms.gle/D4tybrY1gGyNR2Ad8>



If your child DID NOT attend any of those programs in 2023-24 and you would like to enroll them to begin school in Romeo Community Schools in the Fall of 2024, please follow this link to begin the process:

<https://ps.romeo.misd.net/public/formbuilder/form.html?formid=151999>



Step 2

Approximately 24-48 hours after you complete the Pre-Registration form, you will receive another email. This email will include the steps to create a Parent Portal in PowerSchool (our Student Information System). Follow the instructions given in the email. **If you do not receive this email, please check your spam/junk folder before contacting the Enrollment Office**

- ➔ If you are new to Romeo schools and have indicated that you would like your child considered for Young Fives and the child's birthdate is June 1, 2019 through September 1, 2019 you will receive a separate email with a link to set up a Young Five screening appointment.

Step 3

Once you are in your Parent Portal, click on the Forms button located in the left-side navigation bar. Then click on the tab labeled Enrollment. Complete all the forms in this section. If you have more than one child to enroll, return to the home page of your portal. All your children should be listed at the top left of the portal. Click on another child's name and complete the form process again.

Step 4

One of the final steps in the Parent Portal allows for you to set up an in-person appointment at the Enrollment Office in the Administration Building (316 N Main St, Romeo). Return to the forms area using the back arrow to finalize and submit. The purpose of the appointment is to supply necessary documents to complete the process. This is the list of documents:

Birth Certificate

Proof of Residency: a driver's license or photo identification AND one of the following: a current utility bill (electric, gas, or water) with name and address on it, mortgage statement, lease agreement, Property tax bill, Principal Residence Exemption Affidavit registered and stamped by township (closing document)

Immunization Records

Vision and Hearing screening results (Young Five and Kindergarten ONLY)

Report Card and/or Transcript (Scheduling for 9th-12th graders cannot take place without this)

An IEP or 504 Plan, if applicable

Custody Paperwork, if applicable

Bring all the enrollment documents to this appointment. There will be other forms to complete once you are here as well.

*****Enrollment is not complete until this appointment has taken place AND ALL the necessary, valid and pertinent documents are turned in.*****

More Information:

- If you do not live within Romeo Community Schools district boundary, you must apply for Out of District Schools of Choice and complete that process *prior* to enrolling. Once you have approval status, you can complete enrollment. All Out of District Schools of Choice information can be found in the Enrollment section of the district's website:
<https://romeok12.org/enrollment/>
- If you are applying for an Elementary Intra-District transfer, this process must be completed *prior* to completing enrollment. Once you have approval status, you can complete enrollment. All Intra-District Transfer information can be found in the Enrollment section of the district's website:
<https://romeok12.org/enrollment/>



Please contact the Enrollment Office with any questions or concerns
at any step along the way.

Traci Bartell, Enrollment Coordinator

enrollment@romeok12.org

586-281-1404



**ROMEO
COMMUNITY
SCHOOLS**