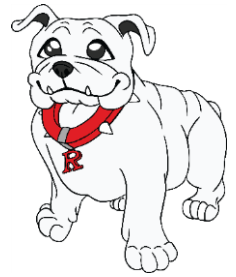



ENROLLING YOUR STUDENT IN YOUNG FIVES




1. Please go to our website: www.romeok12.org/enrollment
2. Click on **Steps to Enroll Your Child in Young Fives** 

HOW DO I ENROLL MY CHILD FOR YOUNG FIVES?

If your child will turn 5 years of age between September 1st and December 1st of this year, you may begin the online enrollment process on or after March 1, 2022.

If your child will turn 5 years of age before September 1st of this year and your child does not attend a preschool program/ECSE/GSRP located within Romeo Community Schools, please sign up for a Young Fives Screener in March. A link will be emailed to you following the completion of the Young Fives Application Form. Students currently attending a Romeo Community Schools preschool program will be screened at their school. You may begin the online enrollment process on or after March 1, 2022. Please be aware that enrollment into Romeo Community Schools does not guarantee placement in Young Fives.

1. Complete the Young Fives Application for Consideration using the link on the website.
2. Choosing Kindergarten as the enrolling grade, complete the online enrollment process using **Enrollment Gateway**. 
3. Follow the instructions at the end of online enrollment for making an appointment at the Enrollment Center located at 316 N. Main Street, Romeo.
4. Be sure to check "Yes" to receive a reminder email and enter an additional note indicating that you are enrolling for Young Fives.
5. Bring the required documents at the time of your appointment. See Page 3 for a list of the documents you will need to provide.

3. Click on **Start** to begin a new enrollment.

New Student Registration

Romeo Community Schools

ALREADY HAVE A LOGIN?



Username

Password

LOGIN

[Login Help](#)

**NEW TO THE SITE, PLEASE
CLICK "START."**



Start

4. Once you are at the end of the process, you will be prompted to schedule an appointment at our Enrollment Center to finalize enrollment.

0-19%

20-39%

40-59%

60-79%

80-100%

Schedule only one appointment for your final registration. A parent/guardian who has scheduled an appointment will be seen as close to the scheduled appointment time as possible. You will be required to present all necessary documentation at your appointment or return with any missing information to complete your enrollment.

FName	LName	Appointment Type	Appointment Center	Appointment Time
Precious	Kiddo	Registration Appointment	Enrollment Center	11/15/21 10:30 AM

*Required to be scheduled

Would you like to receive an email reminder?
(If your appointment is scheduled for today or tomorrow, you will not receive a reminder.)

Yes

Preferred language:

English

Additional notes:

We would like our child to be considered for the Young Fives Program.

DONE

Choose date and time for appointment

Choose yes

Enter Young Fives enrollment note

Your appointment will be at our Administration Building:

316 N. Main Street
Romeo, MI 48065

Any questions, please contact Kim Ozella at 586-281-1404 or via email at enrollment@romeok12.org

***Please see list of required documents to be presented at appointment.*

Items you will bring to your appointment:

Enrollment cannot be completed until all of these documents have been provided.

- Original Birth Certificate with raised seal
- Up-to-Date immunization record
- Hearing and Vision Screening Results (see below)
- Proof of Residency: see chart

**Proof of Residency Documentation:
Choose 1 from each category**

CATEGORY A:	CATEGORY B: Dated within 30 days
Parent/Guardian driver's license with current address	Utility Bill (ie. DTE, Semco, City water bill)
Parent/Guardian valid State I.D. with current address	Mortgage Statement or Signed Lease Agreement

Additional information if applicable:

- Notarized Residential Affidavit Form (if living with someone else in their home; the district resident must provide their utility bill and driver's license. Additionally, the parent/guardian must provide their driver's license and mail with their name and Romeo Community Schools address on it. Both parties must sign the affidavit in front of a notary public)
- Custody/Guardianship paperwork (required if the enrolling parent/guardian is relying on the order or agreement as the basis for enrolling the student)
- Copy of most recent IEP and/or 504 plan (if applicable)

Vision and Hearing Screening

Places you can get vision and hearing screening done:

- Child's preschool (most preschools set up a date to do this, please ask your child's preschool)
- Child's doctor's office (call to make sure they have the equipment)
- Macomb County Health Department 586-412-5945 (appointment required)

