



Welcome to Berkley School District!

The following information is provided to help guide new families through the **Transitional Kindergarten/Kindergarten** enrollment process. Enrolling in Berkley School District is completely an electronic process. To access the enrollment application, please visit our [Berkley Schools Enrollment Page](#). You must complete the student online application and submit the required documentation listed below. If you need access to a computer, please call our Central Enrollment Office to schedule an appointment to use our computer kiosk. Our Central Enrollment Office is located at 14501 Talbot, Oak Park MI 48237. Please call 248-837-8026 if you have any questions or would like to schedule an appointment. If you move to another address, it is your responsibility to notify the Central Enrollment Office of your new address. **The window for Transitional Kindergarten/Kindergarten Registration is February 3, 2025 - February 14, 2025.**

**Enrollment is complete** when the online application has been completed **and** all of the following documents have been provided:

- **Original Birth Certificate with Seal**, demonstrating parentage of custodial parent
- **TK & Kindergarten Age Waiver** is needed if the student was born between **9/1/20** and **12/1/20**
- **Driver's License or State ID**, showing photo identification of parent/guardian name and current address
- **Immunization Records (up to date)** provided by a doctor or health department
- **Vision, Hearing and Dental Screening**
- **Health Appraisal**
- **Special Education Documents (Current IEP/MET)** for students receiving special education services
- **Residency Documentation and Verification** – These documents are described below:

**Homeowners:**

**A current property tax statement** in the name of the person seeking to enroll the student(s). To qualify as a homeowner, the property must be declared as a principal residence in accordance with state law and guidelines. The statement must be from the City or County, not an escrow statement from mortgage company.

**The most recent mortgage statement, not an escrow statement.**

**Two original utility bills** (DTE, Consumers, Cable TV, and landline phone) within the last 30 days addressed to the person enrolling the student.

**Renters:**

- **An original signed complete lease** in the name of the person seeking to enroll the student(s). In the case of a month-to-month lease, monthly verification of the rental will be required.
- **A signed landlord statement.**
- **Two original utility bills** (DTE, Consumers, Cable TV, and landline phone) within the last 30 days addressed to the person enrolling the student.