

GPPSS Residency Process Update

September 11, 2017

Establishing Residency

- Determined by Board Policy and Administrative Guideline 5111
- All new students to the district must establish residency
- Per Policy and AG 5111 students are classified as eligible to attend GPPSS via one of the following for residency purposes:
 - Student lives with parent in district
 - Parent lives in district, but not the student
 - Student attends an Act 18 funded classroom in GPPSS
 - Various other legal arrangements including foster care, etc.

Welcoming New Students

New Student Enrollment:

New Student to the district, **New** Kindergarten students, **New** Young Fives

Visit the website: <http://gpschools.schoolwires.net/enrollment>

1.

Follow the steps:

Pre-enroll online: you will be asked to enter household information, student(s) and emergency contacts

After the pre-enrollment is completed, come to the

Administration Building
389 St. Clair, Grosse Pointe

2.

And bring the following documents:

Student Documents: 1. Printed pre-enrollment sheet 2. Original birth certificate, NO exceptions; 3. Immunizations Records; Vision Screening - Kindergarten and Young Fives only 4. Most recent transcript/report card; 5. Court Documents for specific instruction/restrictions for Custody (if applicable); 6. Special Education information OR 504/IEP (if applicable)

And

Residency Documents (no copies will be accepted):

1. Proof of Michigan Residency:	2. Proof of Ownership:	3. Proof of Address:	4. Proof of Insurance:
Present ONE of the following with current address:	Present ONE of the following:	Present TWO of the following (issued within the last 30 Days):	Present the following document:
Michigan Drivers License OR Michigan State ID	Homeowner: Current Mortgage Statement Current Property Tax Bill Closing Statement (less than 2 months) Warranty or Quitclaim Deed OR if Renter: Current Lease Notarized Landlord Affidavit (with expiration date)	Utility Bill (DTE, Water, etc.) Cable (AT&T, Comcast, etc.) Bank Statement Renters or Homeowners Insurance Cell Phone Credit Card Statement Car Registration	Current Car Insurance (card or policy REQUIRED with address)

New Students to the District

[Grosse Pointe Public School System](#) ▶ [Parents/Community](#) ▶ ▶ Step One

Enrollment Step One

Grosse Pointe Public Schools Enrollment Process

Welcome!

- New residents to the district
- Kindergarten students
- Young Fives

Students that were previously GPPSS students and are returning to the school district after attending another school may proceed to [STEP TWO](#)

Step One Pre-enrollment applications must be submitted online.

Online enrollment is mandatory for all **NEW** students entering the district. If you are not a **NEW** enrollment to the district, please do not complete this form. You will be asked to enter household and student information in the MiStar Enrollment Portal.

CLICK TO BEGIN ENROLLMENT

When the pre-enrollment application is complete, please return to this page for

Step Two

◆ [Printable Instructions](#)

◆ [Request a Tour](#)



◆ In order to attend school in The Grosse Pointe Public School System, you must reside within district boundaries.

[Click here for the boundary map.](#)

Residency Re-Verification

- Annual re-verification process for transition years in place since 2013-14
 - Alternative to ALL students verifying residency or random sampling used in previous years
- Who is asked to Re-verify Residency?
 - All students **entering grades 6 and 9** (transition years)
- Residency Office open 8-4 for walk-ins, or by appointment
- Numbers this year for Re-Verification
 - 806 on original list for 6th and 9th grade families
 - As of the first day of school, 24 on the list yet to verify
 - 12 marked as present and under further investigation
 - 12 have not attended since day 1 (GPPSS not contacted for records)
 - ~10% of school population is asked to verify residency each year
 - ~1% of those asked to verify this year have not complied to date

Re-Verification Documentation

1. Proof of Michigan Residency:

Present **ONE** of the following with current address:

- Michigan Drivers License

OR

- Michigan State ID

2. Proof of Ownership:

Present **ONE** of the following:

Homeowner:

- Current Mortgage Statement
- Current Property Tax Bill
- Closing Statement (less than 12 months)
- Warranty or Quitclaim Deed

OR

Renter:

- Current Lease
- Notarized Landlord Affidavit

(with expiration date)

3. Proof of Address:

Present **TWO** of the following (issued within the last 30 Days):

- Utility Bill (DTE, Water, etc.)
- Cable– (AT&T, Comcast, etc.)
- Bank Statement

• Renters/Homeowners Insurance

- Cell Phone
- Credit Card Statement
- Car Registration

4. Proof of Insurance:

Present the following document:

- Current Car Insurance

(Card or Policy REQUIRED with address)

Community Communication Regarding Re-Verification

- Communication methods used
 - Emails to parents/guardians from 5th & 8th grade teachers
 - School newsletters
 - PTO announcements
 - Social Media – Facebook, Twitter, GPPSS App
 - Announcements at televised Board meetings
 - Posters at the Administration Building
 - Weekly Updates
 - Targeted Emails from Central Office
 - Examples: 7/19 to 551 families, 8/2 to 255 families
 - Robocalls from Central Office
 - Personal calls from schools
 - No schedule to pick up at middle and high school orientation

Samples

Dr. Niehaus' Blog

GPPSS Weekly Update August 9, 2017

Pointes of Pride


Have a *Pointe of Pride* you'd like to share with the community about GPPSS students or staff? Please email fannonr@gpschools.org

Online Pre-registration opens August 10

All families will need to complete the online pre-registration which opens August 10. You should have received an email from gpregistration@gpschools.org within the past week that contains instructions. If not, all you need is your student number 150..... and birthdate xx/xx/xxxx. If you have multiple children in the district, you only need to log in with one, and all sibling accounts are linked (so you won't need an email per child). Here is a link to pre-registration instructions: <https://mi01000971.schoolwires.net/registration>





Have a student entering middle or high school?


All students entering 6th and 9th grade **must verify residency** at the administration building, 389 St. Clair, Grosse Pointe City, or they will not receive their final class schedule. 209 families remain on the list (down from 806 so **thank you** to all those who have done so already!) Here is the [checklist](#) of what you need to bring.

**Grosse Pointe Public School System**
August 4 · 🌐

If you have a student entering 6th or 9th grade, have you verified your residency at the Administration Building, 389 St. Clair? You must do that or when you go to registration at the school you will not be able to obtain your student's schedule. Check your school's website for details on when each class is scheduled to come in the week of August 21!
Brownell <https://mi01000971.schoolwires.net/Domain/879>
Parcells <https://mi01000971.schoolwires.net/Domain/597>
Pierce <https://mi...> [See More](#)

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GPPSS @GPSchools · Jul 11

Wait time this week is averaging 2 minutes for those with students entering 6th and 9th. Please don't wait until August to verify residency!



This email means you are among the 255 families that have not yet come in to the GPPSS administration building to verify residency. All 806 families with students entering 6th or 9th grades are required to do this, so we are getting closer!

At www.gpschools.org under Residency, you will find more information about the documents required for this process. You must bring ALL the required ORIGINAL documents from all 4 columns with you. PLEASE come to the GPPSS Administration Building at 389 St. Clair Avenue, Grosse Pointe, **before school registration**. Students will not be able to obtain their class schedule at school orientation without this step required by our Board of Education.

Walk-in office hours are 8 a.m.-4 p.m. Monday through Thursday, and 8 a.m.-3:30 p.m. on Friday. For appointments outside those hours or questions about the required documents please contact Joi Neely at [313-432-3083](tel:313-432-3083), option 2 or neelyj@gpschools.org. Thank you for working with us!

Residency Enforcement

- Individual schools regularly refer instances of possible residency issues to the District
- District partners with our local municipalities regarding residency
- When appropriate District conducts investigations using a 3rd party contractor
- Starting in 2013-14 District provides the community an opportunity to submit anonymous tips regarding residency

Next Steps

- Update Administrative Guideline 5111 to reflect the re-verification process
- Consider further changes to the enrollment process as necessary