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## Required Documentation for Enrollment

### Birth Certificate

A student's birth certificate, issued by the state or country of birth.

*\*Families with children in foster care will also need to provide proof of legal custody.*

### Proof of Residency

You must be a resident of Mason Public Schools, or an approved Schools of Choice student, in order to enroll.

Acceptable documents must be current, contain the name and address of the parent/guardian.

- Utility bill – gas, electric, water, sewer
- Telephone bill
- Cable service provider bill
- Bank statement received through the US Mail
- Credit card statement
- Property tax statement
- Rent receipt
- Accepted purchase agreement, signed by all parties with closing date indicated
- Lease agreement, signed by both tenant and landlord

### Immunization Records

A current list of your child's immunization records is required to approve an enrollment application. Should your child receive additional vaccinations after enrollment, you may provide the school with a copy of the updated record.

**Hearing and Vision Screening** – Required for Kindergarten and first grade students

### For additional assistance

If you cannot meet any of the above requirements, please contact:

Jodi Somerville, District Registrar

- 517-676-6490
- [somervillej@masonk12.net](mailto:somervillej@masonk12.net)

Becky Hinman, Pupil Accounting Coordinator

- 517-676-6489
- [hinmanb@masonk12.net](mailto:hinmanb@masonk12.net)