

# NEW STUDENT REGISTRATION INFORMATION – C/A HIGH SCHOOL

For further information please contact:

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## **PARENT/GUARDIAN MUST BE PRESENT** **AT THE TIME OF ENROLLMENT**

- 1. PROOF OF RESIDENCY** (Three pieces are required)  
Acceptable documents include: Copy of deed; Approved mortgage agreement or payment book, **signed** lease agreement, property tax statement, ADC papers with address and **TWO** pieces of “current” official business mail such as a consumers bill, phone bill, cable bill, car insurance statement, bank statement, etc. dated within the last month.
- 2. ORIGINAL BIRTH CERTIFICATE OF STUDENT**  
Only parents name on official birth certificate can enroll a student. Otherwise, you must provide legal documentation of parental rights.
- 3. STUDENT’S SOCIAL SECURITY NUMBER**
- 4. STUDENT’S IMMUNIZATION RECORD**  
4 DTP’s, the last one after 4<sup>th</sup> birthday (Must have had within the last **5** years)  
3 Oral Polio’s, the last one on or after the 4<sup>th</sup> birthday or 4 are required  
2 MMR’s on or after 12 months of age  
3 Hepatitis B’s  
2 Varicella on or after 12 months of age or history of chickenpox disease  
1 Meningococcal (MCV4 or MPSV4) Children 11-18  
1Tdap if 5 years since last dose of DTap, Td or DT  
*\*\*There are new required immunizations specifically for students changing schools.*
- 5. CUSTODY/GUARDIANSHIP PAPERS-IF APPLICABLE**  
If you are not the birth parent (parents name must be on the birth certificate) enrolling the student, guardianship/custody papers are **REQUIRED** to complete the enrollment.
- 6. TRANSCRIPT/LAST REPORT CARD/CHECK-OUT GRADES**  
This information enables us to give you the proper credit for classes previously taken and ensure that all required classes are schedule.
- 7. IEP IF APPLICABLE – Individualized Education Program for Special Ed.**
- 8. BEHAVIOR REPORT**