

ENROLLMENT DOCUMENT CHECKLIST

Welcome to the Washtenaw Educational Options Consortium (WEOC) – Early College Alliance (ECA)

The following information is provided to help guide families through the enrollment process. Please gather the documents listed below and submit in person or by secure email at : securedocsubmit@earlycollegealliance.info.

Students will not be permitted to attend school until all documents have been received and processed.

Final enrollment for ALL STUDENTS into a WEOC program is complete once all of the following documents have been provided:

- **Original birth certificate with seal or valid passport** (demonstrating parentage of custodial parent) **[BTH]**
- **Probate court guardianship papers** (for legal guardians, demonstrating relationship to student) **[GDN]** if applicable
- **Immunization records (up to date) or District approved waiver**– Provided by a doctor or health department, including proof of Varicella (Chickenpox) **[VCN]**
- **Transcripts** – Current transcript **[TRN]** (Final transcript at the end of the current school year must be submitted)
- **Parent/Guardian's Valid Driver's License or State ID**– Showing photo of parent/guardian name and current address) **[SID]**
- **Proof of Legal Residency Documentation and Verification** – These documents are outlined in the table below. **[R-doc code below]**

Standard Proof of Legal Residency must include the following: [R-doc code below]

If a Homeowner (ONE of the following documents is required):	If not a Homeowner (THREE documents are required):
<ul style="list-style-type: none">• Closing statement [CST]• Purchase agreement [PRA]• Mortgage payment book [MPB]• Current property tax bill [PTB]	<ul style="list-style-type: none">• Current signed lease/letter from landlord/owner with contact information [LSE]. (Landlord/owner will be contacted to confirm tenants). <p>AND</p> <ul style="list-style-type: none">• Any 2 of the following showing parent/guardian name and address (These documents show that the parent/guardian is conducting the business of a resident at this address).<ul style="list-style-type: none">• Gas or electric bill (current billing cycle) [UTL]• Telephone bill (landline ONLY) (current billing cycle) [PHN]• Cable bill (current billing cycle) [CBL]• Satellite TV bill (current billing cycle) [STV]• City water/sewage bill (current billing cycle) [WTR]• Credit card bill (current billing cycle) [CCB]• Pay stub with address (current payroll period) [PST]• Postmarked government business mail (current) [GVT]

Important Notice:

If you move to another address before the start of or during the school year it is your responsibility to notify the program administration of your new address. Every new student will have their address verified according to the street address map prior to enrollment. Residency eligibility is defined as a student who has one or both parents, or legal guardian(s) who own or rent within Washtenaw County or a county contiguous to Washtenaw County..

Submission of Documents:

Documents can be submitted securely online by emailing scanned docs to: securedocsubmit@earlycollegealliance.info. Name documents being sent using the following format: "Student's Last Name.Student's First Name.Document title from list above". Example for Gas or Electric bill submission for 'Student Smith': "**Smith.Student.R-UTL.pdf**"

Documents can also be submitted in person at the main office (221 King Hall) by appointment.

Enrollment Document Title Code Reference Sheet

Document	Code
Original Birth Certificate with seal or Valid Password	BTH
Probate court guardianship papers	GDN
Immunization Records or District Approval Waiver	VCN
Parent/Guardian Valid Driver's License or state ID	SID
Proof of Legal Residency documentation and Verification	R-
Closing Statement	R-CST
Purchase Agreement	R-PRA
Mortgage Payment book	R-MPB
Current Property Tax Bill	R-PTB
Current Lease	R-LSE
Gas or electric Bill	R-UTL
Telephone Bill (landline only)	R-PHN
Cable Bill	R-CBL
Satellite TV Bill	R-STV
City Water/Sewage bill	R-WTR
Credit Card Bill	R-CCB
Pay Stub with Address	R-PST
Postmarked Government business	R-GVT

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