

## 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 by secure email at : [records@earlycollegealliance.info](mailto:records@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:

| Required Enrollment Documents:  |
|---|
| <ul style="list-style-type: none"><li>• <b>Copy of birth certificate or valid passport</b> (demonstrating parentage of custodial parent) <b>[BTH]</b></li><li>• <b>Probate court guardianship papers</b> (for legal guardians, demonstrating relationship to student) <b>[GDN]</b> if applicable</li><li>• <b>Immunization records (up to date) or District approved waiver</b>– Provided by a doctor or health department, including proof of Varicella (Chickenpox) <b>[VCN]</b></li><li>• <b>Parent/Guardian's Valid Driver's License or State ID</b>– Showing photo of parent/guardian name and current address) <b>[SID]</b></li><li>• <b>Proof of Legal Residency Documentation and Verification</b> – These documents are outlined in the tables below.</li><li>• <b>Transcripts</b> – Current transcript <b>[TRN]</b> (Final transcript at the <b>end of the current school year must be submitted</b>)</li></ul> |

**Standard Proof of Legal Residency must include the following:**

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

### **Submission of Documents:**

Documents can be submitted securely online by emailing scanned docs to: [records@earlycollegealliance.info](mailto:records@earlycollegealliance.info). When naming documents use the following format: "Student's Last Name"."Students First Name" – document title code. Example: "Smith.Student – BTH", "Smith.Student – PTB". If you take pictures of documents to upload, please use a photo converter app like "camscanner" which is free to use to convert each photo to a pdf file.

### Enrollment Document Title Code Reference Sheet

| Document Type   | Document   | Code |
|---|--|------|
| Required Enrollment Docs  | Copy Birth Certificate or Valid Password           | BTH  |
|   | Probate court guardianship papers (if applicable)  | GDN  |
|   | Immunization Records or District Approval Waiver   | VCN  |
|   | Parent/Guardian Valid Driver's License or state ID | SID  |
| Required Residency Document if a Homeowner<br>(1 document):<br><br>One of these documents   | Closing Statement                                  | CST  |
|   | Current Property Tax Bill                          | PTB  |
|   | Mortgage Payment book                              | MPB  |
|   | Purchase Agreement                                 | PRA  |
| Required Residency Documents if not a Homeowner<br>(3 documents total):<br>Current Lease & 2 documents from group below           | Current Lease                                      | LSE  |
| Required Residency Documents if not a Homeowner<br>(3 documents total):<br>2 documents from this group & Current Lease from above | Cable Bill   | CBL  |
|   | City Water/Sewage bill                             | WTR  |
|   | Credit Card Bill                                   | CCB  |
|   | Gas or electric Bill                               | UTL  |
|   | Pay Stub with Address                              | PST  |
|   | Postmarked Government business                     | GVT  |
|   | Satellite TV Bill                                  | STV  |
|   | Telephone Bill (landline only)                     | PHN  |

#### ***Submission of Documents:***

Documents can be submitted securely online by emailing scanned docs to: [records@earlycollegealliance.info](mailto:records@earlycollegealliance.info)

1. When naming documents use the following format: "Student's Last Name"."Students First Name" – document title code.  
Example: "Smith.Student – BTH", "**Smith.Student – PTB**"
2. If you take pictures of documents to upload, please use a photo converter app like "camscanner" which is free to use to convert each photo to a pdf file.

#### ***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.