



# Garden City Public Schools

Administrative Service Center

1333 Radcliff, Garden City, MI 48135 1126

Phone 734-762-6342 Fax 734-762-6340

Dr. Stanley Szcotka – Director of Student Services

## What you need to register a new student.

**Students become eligible to attend the Garden City Public School District by establishing residency in Garden City.**

To enroll a student in the district, the following documentation is required.

After completing the pre-enrollment process a parent or guardian must complete the registration packet at the Board of Education (1333 Radcliff, just south of Ford, between Venoy and Wayne). The pre-enrollment link is:

<https://sisweb.resa.net/GardenCity/Preenrollment/login.aspx>

- **The original Birth Certificate.**
- **A recent immunization record.** (Your doctor can fax the record to 734-762-6340.)
- **A Driver's License with a GARDEN CITY ADDRESS.** That address **must** match the address on the Student's Registration Form.
- **Two documents that establish residency at the address listed on the Registration Form.** (For example: Lease/Rental Agreement, Mortgage Statement or Property tax bill **AND** a utility bill, a pay statement, any state or governmental paperwork, bank statement, court documents, or recent vehicle insurance bill.) **All documents must have your name, the address and must be current.** If you do not have these documents or are not the homeowner or renter please call us.

**High School Students** must have a transcript from the previous school to assist in course selection when meeting with a school counselor.

**Reduced and Free Lunch** Applications are available at the student's school.

**Sports Health Insurance** application forms are available on the district's web site.

**Schools of Choice** applications are accepted twice a year, please check our website for dates. A behavioral report from the student's current district **must** be submitted to move forward in the application process.

[www.gardencityschools.com](http://www.gardencityschools.com)