

# Steps to Enroll Your Child: 2025-26 School Year

## Step 1

Please follow this link to begin the process with our Pre-Registration form. Complete and submit the form.  
<https://ps.romeo.misd.net/public/formbuilder/form.html?formid=151999>



## Step 2

Approximately 24-48 hours after you complete the Pre-Registration form, you will receive another email. Some will receive an email from PowerSchool, others of you will receive an email from the Enrollment Office. This email will include the steps to create a Parent Portal in PowerSchool (our Student Information System).

Follow the instructions given in this email to set-up your parent portal account and link your student(s) to it.

*\*\*If you do not receive this email, please check your spam/junk folder before contacting the Enrollment Office\*\**

## Step 3

Once you are in your parent portal:

*If you are on a laptop or desktop computer, click on the **Forms** button located on the left-side navigation bar.*

*If you are using the PowerSchool app, click on **More...** at the bottom right corner. The Form icon is second from the top on the next page. Click on it.*

*\*\*If you already have students attending school in Romeo, make sure that you are in the correct child's information portal. If using your phone, on the top right you will see a circle. (It might have your child's picture in it) Click on the circle/drop down to navigate which student's forms you need to complete. If you are on a desktop/laptop, student's names are on the top left. Click on the student's name that needs enrollment forms completed.*

Then, click on the tab labeled **Enrollment**. Complete all the New Student Enrollment forms. If you have more than one child to enroll, return to the home page of your portal. Click on another child's name and complete the form process again.

## Step 4

One of the final steps on the last New Student Enrollment form is for you to set up an in-person appointment at the Enrollment Office in the Administration Building (316 N Main St, Romeo). The appointment set up utilizes Google Calendar. After you have scheduled the appointment, use the back arrows to navigate back to the New Student Enrollment Form, complete the form, and hit submit.

The In-Person appointment is necessary to provide all the documents to complete the process.

Documents Needed:

**Birth Certificate** (the original must be presented)

**Proof of Residency** a valid driver's license or photo identification AND one of the following: a current utility bill with parent name and address on it (electric, gas or water dated within 30 days of appointment date)\*\*\*, current mortgage statement, lease agreement, property tax bill, Principal Residence Exemption Affidavit registered and stamped by township (closing document)

*\*\*Note: Shut Off notices cannot be accepted. If you pay bills on-line, your bill can be viewed via an app or an email billing statement. You can email this statement/bill to [enrollment@romeok12.org](mailto:enrollment@romeok12.org)*

**Immunization Records or Waiver**

**Vision and Hearing Screening results** (Young Five and Kindergarten ONLY)

**Record of Dental Assessment** (Young Five and Kindergarten ONLY)

**Report Card and/or Transcript** (Scheduling for 9<sup>th</sup>-12<sup>th</sup> graders cannot take place without this)

**An IEP or 504 Plan, if applicable**

**Custody Paperwork, if applicable**

### *Guardianship Paperwork, if applicable*

Bring all the enrollment documents to this appointment, OR, email the documents to [enrollment@romeok12.org](mailto:enrollment@romeok12.org). Please include the student's name(s) in this communication.

**\*\*\*Enrollment is not complete until this appointment has taken place AND ALL the necessary, valid and pertinent documents are turned in.\*\*\***

### More Information:

- ☞ If you wish to enroll your child into Young Fives and the child turns 5 after *June 1* but *before September 1*, you will need to make an appointment to have your child screened. The link to set up this appointment is on the final New Student Enrollment form. *The screening appointment is only needed for students whose birthdates fall in the range listed here.*
- ☞ If you do not live within Romeo Community Schools district boundary, you must apply for Out of District Schools of Choice and complete that process *prior* to enrolling. Once you have approval status, you can complete enrollment. All Out of District Schools of Choice information can be found in the Enrollment section of the district's website:  
<https://romeok12.org/enrollment/>
- ☞ If you are applying for an Elementary Intra-District transfer, this process must be completed *prior* to completing enrollment. Once you have approval status, you can complete enrollment. All Intra-District Transfer information can be found in the Enrollment section of the district's website:  
<https://romeok12.org/enrollment/>



Please contact the Enrollment Office with any questions or concerns  
at any step along the way.

*Traci Bartell, Enrollment Coordinator*

[enrollment@romeok12.org](mailto:enrollment@romeok12.org)

586-281-1404



**ROMEO  
COMMUNITY  
SCHOOLS**