



# Bridgman ELEMENTARY SCHOOL

3891 Lake Street • Bridgman, MI 49106  
(269) 466-0241 • Fax: (269) 466-0248

2017-2018 School Year

Dear Parents & Students,

WELCOME to Bridgman Elementary School! New student registration information is listed below, and what documents you will need to fill out.

**Documents to Supply:** -- we will copy & return to you

- Child's original Birth Certificate.....from the Court House, with raised seal – *not hospital issued document*
- Proof of Residency..... Proof of Residency consists of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of Form 5111-F2. If you are living at someone else's residence, please fill out a Residency Verification form in the office and have them provide us with their proof of residency.
- Immunization Records .....complete and up-to-date
- Custody papers (if applicable)

## **FOR NEW KINDERGARTEN/PROGRESSIVE 5'S (Pro-5's) STUDENTS :**

Students need to be 5 years old by SEPTEMBER 1, 2017 to attend either the Kindergarten or Pro-5's program.

**Documents to Supply:** -- we will copy & return to you

- Child's original Birth Certificate.....from the Court House, with raised seal – *not hospital issued document*
- Proof of Residency..... Proof of Residency consists of a deed, building permit, rental agreement, tax statement, voter registration card, or completion of Form 5111-F2. If you are living at someone else's residence, please fill out a Residency Verification form in the office and have them provide us with their proof of residency.
- Immunization Records .....complete and up-to-date
- Custody papers (if applicable)
- Completed **green Health Appraisal form**...from your child's physician during their Back-To-School physical  
*(required before child starts school – call school with any questions)*
- Hearing & Vision Screening form**.....student can attend one of the Berrien County Health Department's *free* hearing/vision clinics. A screening conducted by your child's pediatrician or Head Start is also valid.  
*NOTE: If your child has had their hearing/vision screened any time after their 3rd birthday (either by their pediatrician, Health Department or Head Start) - and can provide documentation to prove this – this screening does not need to be repeated.*

**\*\* ALL of the above forms must be on file prior to your child starting school, or your child may be excluded until they are submitted to our office.\*\***

### **Enrollment Forms to Fill Out & Return to Office: (within 2 business days)**

- Student Registration Form – please fill out completely (both sides of form)
- Student Record Request .....to transfer records from previous elementary school, if applicable
- Authorized User Form.....for student usage of district technology
- Transportation Request .....for student to arrive/depart school via Bus, Outside Car-Rider or Walker. If requesting bus service - the Transportation Department needs 3-5 business days to verify or establish a bus stop location.

### **The following forms will be in your child's BACK TO SCHOOL PACKET – to be filled out & returned to school:**

- Emergency Information Card & Health Information Card (*Restricted Consent Form for Medical Information is available upon request*)
- Emergency Medical Authorization Permit/Field Trip Consent Form
- Free/Reduced Lunch Form (*if applicable*)
- Information on district-wide Volunteer Screening process & Volunteer Helper Form (classroom/PTO)

We are here to help you and your child have a positive school experience at Bridgman Public Schools! You may stop by and talk with us at any time or call the school office at (269) 466-0241 or (269) 466-0258.