



Dexter High School Enrollment Instructions

1. Register your student online using Registration Gateway at <https://registration.dexterschools.org/>
2. Email a copy of the documents listed below to:
Megan Ford at fordm@dexterschools.org September - June
Frances Bastion at bastionf@dexterschools.org July - August

Or send via mail to: Dexter High School
Student Registration
2200 N. Parker Rd
Dexter, MI 48130

Or bring in person by appointment only.

DOCUMENTS NEEDED:

- copy parent/guardian photo ID
- original birth certificate or passport (2021 - we are currently accepting copies due to COVID)
- proof of residence (**for acceptable forms of documentation, please see below**)
- immunization record/waiver
- signed records release form
- most recent transcript/report card

The follow are acceptable to verify residence:

FOR HOMEOWNERS (one piece of documentation from list below)

- Most recent property tax statement from your issuing tax authority;
- Purchase Agreement
- Closing papers including property address, date of possession, and your name
- Contract to build a home

FOR RENTERS (two pieces of documentation - pick one bullet below)

- A lease in your name AND a utility bill (utility set-up email confirmation is fine) at that address;
- A lease in your name and a written statement from the landlord that utilities are included;
- A notarized statement from a Dexter Schools homeowner/taxpayer indicating that you share living space and the dates of residence (for example, in the case of living with relatives or friends long-term), **in addition to** that person's proof of residence.

3. Once you have registered online **and** DHS has received the required documents via email/mail, your student's registration can be processed. Please make sure to include the most recent transcript/report card which is needed for class placement. After your registration has been processed, the counseling office will contact you to discuss scheduling.

Please note that you will not be contacted until after mid-May for new students registering for the following school year. We are unable to schedule new students before then.