



*Spring Lake High School
Guidance Department
16140 148th Avenue
Spring Lake, MI 49456
616-846-5505*

PARENTS OF NEW/PROSPECTIVE SPRING LAKE HIGH SCHOOL STUDENTS

Welcome to Spring Lake High School! We look forward to working with your family and wish all of you the best in this transition.

Please do not make a scheduling appointment until we have all of the following information:

1. **Proof of Residence** - (First, double check your address with us. You might not be in our district even though the city is Spring Lake.) We will then need something to verify that you live in the school district unless you have been granted School of Choice status. A sales agreement, utility bill, driver's license, etc. will be acceptable.
2. **Transcript of High School Grades** - Please obtain an unofficial copy of a transcript and grades earned to date, if applicable.
3. **Immunization Records** - Don't assume that the immunization records contained in your child's cumulative file are up-to-date. We cannot enroll your child until we have all of the required immunizations. If you are unable to locate a copy, we can check with MICR, the State of Michigan immunization site.
4. **Birth Certificate** - A copy of the birth certificate must be a certified copy - not a photo copy. Also, we will need guardianship papers, adoption certificate, legal name change, **if applicable**.
5. **Special Education** - If your child has been receiving special education services, a copy of the most recent IEP is essential.

Please do not hesitate to call if we can help you with this process - 616-846-5505.