COVID-19 Registration Supplement
April 2020

Dear Families,

During this unprecedented time, we have had to change the way that we do certain things. One of those things is registrations. In the past, our registrations have been a two-part process. The first part of the process was completed online. The second part of the process involved meeting in-person with a registrar. However, due to the COVID-19 outbreak, we have suspended all in-person meetings.

So, now what? How do you register your child for the 2020-2021 school year? Well, that’s why we’ve written this. We want to help you through the process. From now until we can meet in person again, we will process our new student registrations as follows:

**Step 1:** Complete the online enrollment forms. You can find the link to this site at [www.clps.org](http://www.clps.org). Click on the orange box that says “Enrollment” and then click on the link that reads: [https://centerline-registration.hosted.src-solutions.com/](https://centerline-registration.hosted.src-solutions.com/). Once you click on the link, you’ll be taken to our enrollment site. Click on the blue “Start” button to begin. Toward the end of the online process, a screen will generate asking you to pick an appointment date and time. However, there won’t be any available. That’s okay. Skip that page by simply clicking “Next.”

**Step 2:** Once you’ve completed the online enrollment forms, we’ll need you to send us your registration documents. You can do that by emailing them to enroll@clps.org. (Make sure you include your child’s name in that email, so we know who to match the documents to.) We will need the following items from you:

- Your child’s birth certificate
- Your mortgage or lease
- A recent utility bill
- Your driver’s license
- Your child’s immunization record
- Your child’s hearing and vision test results (kindergarten only)
- Documentation of any medical or custody concerns (if applicable)

*Note: The State of Michigan requires public schools to view a child’s original birth certificate when they register. At this time, they have not made an exception to that law. Once school starts, you’ll have 30 days to bring your child’s birth certificate into the office for the school secretary to view.*
**Step 3:** Wait for a response. At this point, we'll need a few days to look at what you’ve provided, but don’t worry too much about that. You should hear back from us in two business days. We’ll likely have questions to ask you, so make sure you check your email regularly. Once you’ve completed the online forms, provided all the documentation needed, and have heard back from us, your child will be officially registered (but we’ll give you more information about that when we get there)!

In the meantime, if you have any questions or concerns about enrolling your child(ren), please don’t hesitate to reach out to us by email at enroll@clps.org or ogdens@clps.org, by leaving a voicemail at (586) 510-2043, or you can even text us at our temporary number (734) 531-7930. Again, we may need a day or two to respond, but we will get back to you as soon as we can.

We hope that you and your family are staying safe and healthy during this time. If we can be of any assistance to you and yours, please let us know.

Sincerely,

Sarah Ogden  
Director of Pupil Services