



## REQUIRED DOCUMENTATION

The following items, in addition to the forms, are required for **each** student you are enrolling:

	Parent Check Off	Office Use Only
<b>Birth Certificate (provide original – will be copied and returned to you)</b> In the form of: <ul style="list-style-type: none"> <li><input type="radio"/> Original</li> <li><input type="radio"/> Certified Copy</li> <li><input type="radio"/> Passport</li> <li><input type="radio"/> Baptismal Record</li> </ul>		
<b>Custody Papers, if applicable (originals with court stamp)</b> In the form of: <ul style="list-style-type: none"> <li><input type="radio"/> Guardianship</li> <li><input type="radio"/> Custody</li> <li><input type="radio"/> Divorce Decree/Shared Parenting Agreement (if appropriate)</li> <li><input type="radio"/> Journal Entry</li> <li><input type="radio"/> Grandparent Power of Attorney</li> <li><input type="radio"/> Caretaker Affidavit</li> </ul>		
<b>Medical Information – may be faxed directly to the Registration Office from the physician’s office or returned on the forms provided.</b> In the form of: <ul style="list-style-type: none"> <li><input type="radio"/> Immunization Records</li> <li><input type="radio"/> Physical Form and Dental Form</li> </ul>		
<b>Parent/Guardian Identification-presented in person (provided during residency for verification and for Notary)</b> In the form of: <ul style="list-style-type: none"> <li><input type="radio"/> Ohio Driver’s License or State ID</li> <li><input type="radio"/> Social Worker ID</li> </ul>		
<b>School Records (especially important for High School students)</b> In the form of: <ul style="list-style-type: none"> <li><input type="radio"/> Withdrawal Slip</li> <li><input type="radio"/> State Testing Information</li> <li><input type="radio"/> Last Report Card/Grades in Progress</li> <li><input type="radio"/> IEP/ETR/MFE (if applicable)</li> <li><input type="radio"/> Transcripts (high school only)</li> <li><input type="radio"/> 504 Plan</li> <li><input type="radio"/> Home Schooling Documentation</li> <li><input type="radio"/> Other:</li> </ul>		
<b>Proofs of Residency – presented in person (AT LEAST 1 Proof)</b> In the form of: <ul style="list-style-type: none"> <li><input type="radio"/> Home Owners’ Mortgage Information</li> <li><input type="radio"/> Valid Signed Lease</li> <li><input type="radio"/> Section 8, EDEN, or other housing assistance documentation</li> <li><input type="radio"/> Rental Permit/Occupancy Permit</li> <li><input type="radio"/> Municipal Income Tax Return</li> <li><input type="radio"/> Voter Registration Card</li> <li><input type="radio"/> Current Insurance Declaration Pages</li> <li><input type="radio"/> Utility Bills (gas, electric, phone, cell phone)</li> <li><input type="radio"/> Credit Card Statements</li> <li><input type="radio"/> Bank Statement</li> </ul>		
<b>Other Documentation</b> In the form of: <ul style="list-style-type: none"> <li><input type="radio"/> Social Security Card</li> </ul>		

**Parents or legal guardians may submit enrollment documents online via email or fax; however, they must appear in person at the Registration Office to complete the final registration process.**

Office Only
Business Manager Signoff _____ Date _____