



## PLEASE PROVIDE THE FOLLOWING FOR EACH STUDENT THAT YOU ARE REGISTERING:

1. **COMPLETED REGISTRATION PACKET**
2. **BIRTH CERTIFICATE**
3. **SHOT RECORDS** (Must be provided to the school nurse within 14 days of the enrollment date or the student **will be excluded** from school until records are provided.)
4. **PARENT/GUARDIAN'S DRIVERS LICENSE, PASSPORT, OR STATE I.D.**
5. **PROOF OF RESIDENCY** (Current Rental/Lease Agreement, Mortgage Statement, Settlement Statement, Deed, or Property Tax Statement)
  - (a)\*\*If a parent/legal guardian's name does not appear on the proof of residency, the person whose name appears on the document, and is an established district resident must come with the parent/legal guardian to prove residency.

\*\*If (a) above applies, any one of the following is required for additional proof of residency:

  1. *Parent(s)' new Ohio drivers' license with current address*
  2. *Parent(s)' US Mail forward confirmation with new address*
  3. *Parent(s)' current Business mail received to new address*
6. **CUSTODY PAPERS** (**Court stamped** Divorce Decree **with Shared Parenting Order**, if Shared Parenting filed. Any modifications or Custody Orders relevant to child.)
7. **IEP/MFE** (If applicable for Special Needs Students)

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New Student Welcome Center, 211 Donald Drive  
Registration Informational Recording: 829-6300 ext. 7276  
Change of Address Informational Recording: 829-6300 ext. 6189

Hours: Monday-Friday, 8:00 AM – 2:30 PM