

## Required Documents for Enrollment

**Official Birth Certificate** - Original document registered with the Bureau of Vital Statistics.

**Parent/Guardian Photo ID** - Driver's License, Military ID or State ID.

**Custody Papers** - If child is **NOT** living with both biological parents listed on the birth certificate, you must provide Entry of Judgement containing file/date stamped page stating legal residential parent with the judge or magistrate's signature.

- If someone other than the parent has been given legal guardianship or custody of the child, please provide a copy of the file stamped court order transferring custody.
- If **Foster Placed**, please provide the following:
  - Interim Order with hearing date listed
  - School Notification Letter from County
  - Journal Entry with School District Responsible listed
- The general rule in Ohio is that an unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a court issues an order designating another person as the residential parent and legal custodian. (RC3109.042) In such cases, the mother will be asked to sign an Unmarried Parent Affidavit stating that she was not married to the father, and that legal custody of the child has not been assigned to either parent by the court.

**School Records** - Unofficial transcript or most recent grade card. If the child is receiving special services, please provide a copy of IEP, ETR or 504 Plan.

**Immunization Records** – Immunization records must be provided from birth to present.

**Proof of Residency** – Two proofs of residency required. ***Statements, bills and pay stubs must be within the last 30 days.***

- Photo ID with current address
- Gas, Electric, Water bill
- Lease Agreement/Mortgage Statement
- Homeowner's Insurance bill
- Pay stub

**Guests of Residents:** If you do **NOT** have proof of residency in your name and your residency is with another family in the district, you must complete a **notarized** Residency Verification Form (5111 F2b) and provide the following:

- Driver's license and current utility bill (within 30 days) from the district resident
- A significant document (pay stub, W-2 or Driver's License) with the parent/guardian's name and appropriate address.
- If the person with whom you reside is renting, verification from the landlord is required. Document must include landlord's contact information and acknowledgement of additional tenants residing in the apartment or home.

*Residency verification forms are valid for a maximum of one year and subject to verification at any time.*