

ITEMS REQUIRED AT ENROLLMENT

The following items must be submitted in order to enroll your child(ren).

1. **Parent/Guardian Driver's License, State Issued ID Card or Passport** - Must be presented for proof of identity. Paperwork showing a parental name change may be requested.
2. **Child's Birth Certificate or Passport** - An original (or certified copy) of student's Birth Certificate must be presented at registration.
3. **Proof of Residency** - Provide one item from List A and one item from List B of the residency documents as listed below.
4. **Court file-stamped Custody Document**, if applicable to your child. NOTE: Ohio law requires the entire custody document be on file with the school.
5. **Child's Immunization Records** - Complete immunization record within 14 days of entry.

The following are requested at enrollment. These items will help insure your child is scheduled in the appropriate classes without unnecessary delays.

6. **Special Education Paperwork** - (if applicable): These items should be presented at the time of enrollment. ETR/MFE and IEP for students with disabilities
7. **504 Accommodation Plan**
8. **Gifted Identification information**

As a public school district, Liberty-Benton must comply with the legal requirements of the following, to list a few:

- The revised Federal/State Law – Missing Children’s Assistance Reauthorization Act <https://www.congress.gov/bill/118th-congress/senate-bill/2051>
- State Law ORC 3313.64 - Legal Residency <https://codes.ohio.gov/ohio-revised-code/section-3313.64>
- State Law regarding Legal custody <https://codes.ohio.gov/ohio-revised-code/section-3127.01>
- NEOLA Board of Education Policy Guidelines po5111

Items that can be used to confirm residency.	
PARENT/GUARDIAN OF STUDENT	RESIDENCY PROOF
Provide The Following: One of the following items containing the Parent/Guardian's name and their address: • Pay Stub • W-2 • Driver's License • Utility Bill • Bank Statement • Car or Medical Insurance Statement • State or Federal Mail • Voter Registration	Provide The Following: Two items - <i>One item from each list</i> containing the Resident's name and their address: List A – One Item: • Property Owner Listing from County Auditor's Website • Deed • Recent Property Tax Statement • Current Mortgage Statement • Purchase Agreement w/Possession Date • Building Contract w/Move-in Date • Rental/Lease Agreement AND List B – One Item: • Utility Bill • Bank Statement • Pay Stub • W-2 • Driver's License • Car or Medical Insurance Statement • State or Federal Mail • Voter Registration