

ELIDA LOCAL SCHOOLS

“Checklist” For Enrolling New Students

Student's name _____ Grade _____ Date _____
Last First Middle

_____ 1. Birth Certificate (Effective 8-29-07 can also use Passport, Certificate of Baptism, or Birth Affidavit)

_____ 2. Social Security Card

_____ 3. Proof of Residency : (Updated 4/16/16)

Proof of residency is required for all students. Elida Local Schools accepts the following items as acceptable forms of address proof:

If Parent/Guardian Own or Rent Their Residence:

Parent/guardian must present 1 item from Category A and 1 item from Category B.

Category A:

1. Copy of mortgage/deed or auditor information from website
2. Lease/rental agreement

Category B: - All items must have parent/guardian name and be less than 30 days old.

1. Copy of current utility bill - Example: electric, gas, water, sewer, cable
2. Business mail - Example: Pay stub, monthly bank statement, official document from a government agency.
3. Other items as approved by the Principal or Superintendent.

If the parent/guardian is living with someone and has no lease/rental agreement in their name:

Parent /Guardian must provide the following:

1. An Elida Local Schools Residency Affidavit signed and notarized from the property owner as well as the parent/guardian of the student.
2. A copy of the mortgage/deed; lease/rental agreement or auditor information in the name of the owner/renter they are living with.
3. A copy of business mail showing the address in the name of the parent/guardian - Example: Pay stub, monthly bank statement, official document from a government agency. Items must be dated within the past 30 days.

Unacceptable proof of address includes: tax forms, junk mail, driver's license and items g'eater than 30 days old.

Parents/guardians must keep the school informed of any address changes that occur and submit the required documentation to ensure that the student(s) are eligible for continued enrollment. Neglecting to update address changes could result in the immediate withdrawal of student(s).

_____ 4. Student is living with:

___ Both parents; ___ Father; ___ Mother; ___ Guardian; ___ Step parent; ___ Foster parent; ___ Grandparent(s)

- ___ SF-14 (court placed) student
- ___ Independent student – Must provide proof of rent payment for a house or apartment in the Elida School District. Proof of rent must be provided monthly to the assistant principal's office. Student must also provide proof of 30 hours per week work (under his/her own labor).
- ___ Special education student – Find out what program and inform the guidance counselor and district SEO.
- ___ Grandparent Power of Attorney; Grandparent Caretaker Authorization Affidavit

_____ 5. Custody papers (can accept a letter from the attorney that states the custody process has started - good for 60 calendar days).

_____ 6. Immunizations

_____ 7. Registration Enrollment Packet

_____ 8. Parent/Guardian State Photo ID

_____ 9. Busing Required (Yes) or (No)

The Following Forms Should Be Completed After Enrollment

- _____ 1. Record release form
- _____ 2. Census card
- _____ 3. Emergency medical form
- _____ 4. Medication (whether prescription or over the counter, you must have a signed medication form from your doctor.
- _____ 5. Lunch form (if you believe you may qualify for free or reduced lunches and/or breakfast)
- _____ 6. Transportation modification form

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4/6/16