

Austintown Local School District

Registration Definitions

Birth Certificate

A state-issued certified birth certificate with raised seal
The address for mailing requests or applying in person for a birth certificate is:
Youngstown City Health District, Vital Statistics Division, 345 Oak Hill Avenue, Suite 200,
Youngstown, Ohio 44502 (<http://www.ychd.com/services/VitalStatistics.aspx>)

Disciplinary Records

Student placement into Austintown Local Schools will not be finalized until there is confirmation that no disciplinary action is pending at the previous school district.

Caretaker Authorization Affidavit / Power of Attorney

These documents can be obtained from our office. This custody document must be notarized then registered with the Juvenile Justice Center (300 E. Scott Street, Youngstown, OH 44505, Tele: 330-740-2278).

Immunization Records

A physician's verification of immunizations

Is student a foster child?

If YES, then court documentation placing student with Childrens Services and listing the School District responsible for education expenses must accompany this form ("journal entry").

Lease Agreements

If you rent or lease your place of residence, submit a legal lease/rental agreement that bears the parent/guardian's name and address, as well as the landlord's or rental/leasing agency's name and contact number. Austintown Local School District ("ALSD") bears that right to contact leasing agency and/or landlord to verify.

Once the student is enrolled in ALS D, the parent/guardian is required to provide to ALS D updated lease/rental agreement each time your agreement expires.

Mortgage Documents

If you own your home, a signed purchase contract that bears your name and address must be presented (e.g., deed, final purchase agreement, promissory note, mortgage closing bank statements).

If a house is being built, a statement from the builder confirming that the house is under construction for the parent at the location stated by parent and a statement from the parent giving the location of the house, intention to reside there when house is finished and anticipated move in date.

Open Enrollment Students

Please see Open Enrollment guidelines (regarding programs, athletic eligibility etc.). Open Enrollment students must provide their own transportation to and from school.

Parent/Guardian Proof of Identity

A photo identification card is required of the Parent or Guardian

Proof of Custody

A certified copy of a judgement entry, court order, or decree signed by a judge and filed with the Clerk of Courts must be presented allocating custody or guardianship. The full copy is needed.

Special Services

Individualized Educational Plan (IEP) / Gifted / Speech / 504 Plan / or any records pertaining to this student obtaining any special services

Testing Documentation

For Ohio Residents: Ohio Graduation Test (OGT) for 10th, 11th and 12th grade students, and Ohio Achievement Assessment (OAA) for grades 1 – 8 students. Official results are required. Transcribed OGT /OAA scores are not acceptable. Please include any other pertinent testing information.

Transcript of Grades/Report Card

Official transcript of grades, along with grades in progress if the move takes place during the school year, are needed. Unofficial transcripts will be accepted until the official transcripts are received. A class schedule will NOT be finalized until the official transcripts are received.

- **Grades 10,11,12** - Counselors will NOT be able to schedule students without a transcript
- **Grades 1 – 9** - must supply a Report Card.

Withdrawal Papers

Withdrawal papers are needed from the previous school with the most current grades listed.