

NEW ELEMENTARY STUDENT ENROLLMENT PROCESS CHECKLIST

1. Complete Final Forms for your child(ren). (Kindergarten registration: If your child is currently in our preschool program, you do not have to register your child again, only update the information in Final Forms)

2. Upload the following required documents into Final Forms:
 - _____ Personal Identification in the form of a picture ID of custodial adult enrolling student.
 - _____ Student's Birth Certificate or Passport.
 - _____ Proof of residency such as a purchase/construction contract, home mortgage agreement, signed rental agreement, voter registration card, insurance policy on dwelling, current utility (gas, electric, water, phone) bill or a notarized Affidavit of Residency form which can be found on the first page of Final Forms. If in the process of building or purchasing a home, you must provide a letter from the builder/realtor confirming you will reside in the home within 90 days of entry. **If you do not take possession and live in your new home within 90 days of the first day of school, you will be required to pay tuition. (Tuition rate is set by the state each year. To inquire about the current rate, contact the Superintendent's Office.)*
 - _____ Student's complete Immunization Records (the law allows for 14 days following entry for compliance). Please notify the school office if your child has a severe allergy or medical issue that would require additional medical documentation.
 - _____ Print, complete, and upload the Records Release/Request Form so that we may obtain previous school records. (Grade 1-5)

3. The following documents are required (if applicable):
 - _____ A certified copy of any Court Order establishing Custody or Guardianship from Domestic Relations Court, Probate Court, Juvenile Court, or any other Court of competent jurisdiction which has issued an order regarding the custody/guardianship of the child(ren) being enrolled.
 - _____ Most current special education Individualized Education Plan (IEP) and Multifactorial Evaluation (MFE).
 - _____ District of residence of parent when child enters under Court Order to a foster home or is in a custody/guardianship arrangement (SF 14 billing).

Once your registration is received, you will be contacted either by phone or email confirming your child's registration. If you have any questions, please call your child's elementary school office.

DISTRICT'S MAIN PHONE: 330-239-1901

Granger Elementary: Ext. 2100 / Hinckley Elementary: Ext. 3100 / Sharon Elementary: Ext. 4100