

REQUIRED DOCUMENTS:

- Birth Certificate
- Custody/Guardianship Papers (if applicable) in original form with court stamp
- Immunization Records
- Physicians Physical Form if Preschool or Kindergarten
- Parent/Guardian Identification; Driver's License or State ID
- School Records
- IEP/ETR if applicable

Proof of Residency – All items requested must be provided at time of registration.

Home Owner - You must provide each of the following:

- Deed, Title, Truth in Lending or Mortgage Statement
- 2 current utilities – *All mail must be dated within 30 days of the registration appointment*

Renters - You must provide each of the following:

- Current, valid signed lease/rental agreement (preferred) *or*
- Owner Affidavit in place of lease (**must be completed and signed by landlord/owner of home**). Please note that we will cross reference the information given with the Cuyahoga County Auditor's Office.
- 2 current utilities *or* 2 forms of mail in your name such as: tax statement, cell phone bill, cable bill, car insurance, renter insurance, life insurance, bank statement, pay stub, county, state or government correspondence, medical statement, etc. – *All mail must be dated within 30 days of the registration appointment*

Please note* If you do not have a printer, the following documents may be picked up from the Board of Education lobby (please call in advance):

- Owner Affidavit
- Physical/Dental forms
- Preschool/COPA packet