

# Registration Documents & Forms Check List

## 1st - 12th Grade

All forms listed are required unless marked otherwise.



- Parent/Guardian state or federal issued PHOTO ID** (Must be valid)
- Student Birth Certificate** (a readable and translated to English copy only)
- Residency Forms Required:** There are two types of residency in Westlake. Please complete one of the forms listed below that best matches your living situation in Westlake. You will also be required to provide one primary and one secondary supporting document with your residency form. Acceptable supporting documents are listed on each of the residency forms. No substitutions.
  - **Residency Affidavit:** (if you are the owner or you are the person listed on the lease.)
  - **Sworn Statement of Residence:** (to be completed when parent/guardian is not the owner or person listed on the lease/rental agreement.)
- Student Health Questionnaire** (completed by parent)
- Immunization Records** (acceptable document: printout from physician)
- Custody Forms Required:** (Applicable if parents were never married, are living apart, are separated, or divorced)
  - **Custody Affidavit:** (Applicable if parents were never married) If you have gone to court, you must provide a copy of the signed, certified, and time-stamped copy of the court order.
  - **Custody Affidavit:** (Applicable if parents are separated, living apart, or divorced) Must also provide a FULL copy of the signed, certified, and time-stamped court order (all pages).
  - **Custody Pending Form:** (Applicable if due to motion to revise custody) Must also provide a copy of the signed, certified, and time-stamped court order.
  - **Court Placement Form:** (Applicable if due to motion to revise custody) Must also provide a copy of the court journal entry and any other applicable court documents.
- Last Report Card or Transcript:** From the previous school for proof of grade.
- Student Records Release Form** (completed and returned to our Registrar)
- Evaluation Team Report (ETR)/Individualized Education Program (IEP), Gifted Records (WEP/WAP and testing score):** (If applicable)

Please submit all required forms and documents at your registration appointment.  
Questions? Please contact Monica Verchick at 440-250-1270 or verchickm@wlake.org