

# Welcome to Green Local Schools



## Documentation to be presented or added during upload upon registration:

### Proof of Identity Documentation:

As parent/guardian you must provide one of the following proof of identity documents:

- Current Driver's License
- Passport
- State Picture ID

**Only the legal guardian of the student may register the student.** Legal documentation in the form of an original journal entry or a certified copy must be presented at the time of your registration appointment if there has been a separation or divorce. Attorney's copies and/or non-certified copies are not acceptable.

### Proof of Residency Documentation:

***Child Living with Parent/Guardian:*** For the protection of all residents it is the obligation of parents/guardians seeking to enroll a student to prove they legally reside in the Green Local School District. The district will NOT enroll without proof of residency. Please review the lists below for acceptable documents to prove residency and bring two (2) documents from the categories below.

***Parents/Guardians Living with another family within the Green Local School District:*** For the purpose of establishing residency if you are living with another family in the district, please call 330-896-7498 to obtain a Sworn Statement of Residency form (ORC 3313.64). Please have the homeowner/landlord complete and return the notarized form to the Central office along with three (3) documents from the categories below.

Category One (provide one document from this category) \*\*Current = within the last 90 days.

- Homeowner's mortgage information
- Current signed lease

Category Two (provide two documents from this category)

- Current Utility Bills (gas, electric, landline phone, cable)
- Current Cell Phone Bill
- Current Water/Sewer Bill
- Current Insurance Declaration Page
- Current Pay Stub

**Student's Proof of Age:** Provide one of the following documents as proof of your child(ren)'s age.

- Student's birth certificate – original
- Student's birth certificate – certified copy
- A passport

**Student Immunization Records:** Please provide a copy of your child's immunization record.

**Custody/Guardianship Documents:** If applicable, please present 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 of the student(s) being registered.

To verify guardianship or custody, ONLY the following are acceptable:

- A certified, time-stamped court order indicating custody together with any modification (ORC 3313.672)
- A time-stamped notice of the application for appointment of guardian from the probate court (valid for 60 days)
- A certified copy of court placement orders for foster children

These are the only acceptable custody or guardian papers. A letter from the current guardian giving temporary custody is NOT acceptable proof. Any changes or modifications in the custody orders must also be submitted.

**School Records (if student has attended a district prior to Green):** You will be asked to sign a request to release records at your registration appointment. This request will be faxed to the school your child last attended. It may take the former district several days to process this request and will slow scheduling/classroom placement in our district. In order to help us schedule and properly place your student timely, please bring a copy of:

- Last Report Card/Grades in Process
- Transcripts (high school only)
- Home schooling documentation
- Students with Special Needs: IEP, ETR, or 504 Plan
- ESL Documentation