ELIDA LOCAL SCHOOLS
Checklist For Enrolling New Students

Student's name _____ Grade _____ Date _____
Last First Middle

____ 1. Birth Certificate (Effective 8-29-07 can also use Passport, Certificate of Baptism, or Birth Affidavit)

_____ 2. Social Security Card

_____ 3. Proof of Residency : (Updated 2/20/24)

Proof of Residency - If Parent/Guardian own or rent their residence - Parent/Guardian must present one item from Category A and one item from Category B:

Category A

1. Copy of mortgage/deed or auditor information from website.
2. Lease/rental agreement

Category B - All items must have parent/guardian name and be less than 30 days old.

1. Copy of current utility bill - Example: electric bill, gas, water, sewer, cable
2. Business mail - Example: Pay stub, monthly bank statement, official document from a governmental agency, insurance bill, etc.
3. Other items as approved by the Principal or Superintendent

If the parent/guardian is living with someone and has no lease/rental agreement in their name, the parent/guardian must provide the following:

1. An Elida Local School Residency Affidavit signed and notarized from the property owner or lease holder (whichever is applicable) as well as the parent/guardian of the student.
2. A copy of the mortgage/deed; lease/rental agreement or auditor Information (whichever is applicable) in the name of the owner/renter they are living with.
3. A copy of business mail showing the address in the name of the parent/guardian - Example: Pay stub, monthly bank statement, official document from a governmental agency, insurance bill, etc.

_____ 4. Student is living with:

___Both parents; ___ Father; ___ Mother; ___ Guardian; ___ Step parent; ___ Foster parent; ___Grandparent(s)

- _____ SF-14 (court placed) student
- _____ Independent student – Must provide proof of rent payment for a house or apartment in the Elida School District. Proof of rent must be provided monthly to the assistant principal's office. Student must also provide proof of 30 hours per week work (under his/her own labor).
- _____ Special education student – Find out what program and inform the guidance counselor and district SEO.
- _____ Grandparent Power of Attorney; Grandparent Caretaker Authorization Affidavit

_____ 5. Custody papers (can accept a letter from the attorney that states the custody process has started - good for 60 calendar days).

_____ 6. Immunization Records

_____ 8. Parent/Guardian State Photo ID

_____9. Busing Required (Yes) or (No)

The Following Forms Should Be Completed After Enrollment

_____ 1. Lunch form – (if you believe you may qualify for free or reduced lunches and/or breakfast)