

REYNOLDSBURG CITY SCHOOLS # 2509 / IRN 047001
REQUIREMENTS FOR SCHOOL ENROLLMENT CHECKLIST

The custodial parent **MUST** be present and **THE FOLLOWING DOCUMENTATION IS REQUIRED, in hand, for each child**, in order for the child(ren) to be enrolled, Copies of the required documents will be made at the Welcome Center and retained at the school as part of your child's permanent file. **The home school and transportation department will contact you within 48 hours to establish a start date, only** if ALL of the following are presented at the time of enrollment. **Additional documents may be required upon review of enrollment application.**

STUDENT INFORMATION

- THIS COMPLETED ENROLLMENT PACKET – one for EACH student being enrolled (including required documents)
- STUDENT'S **ORIGINAL** BIRTH CERTIFICATE (parents' marriage license or I-94 will be necessary if parents were not married at time of birth but Copies of the birth certificate are NOT acceptable now are or mother does not take father's last name.)
- IMMUNIZATION RECORDS
- TUBERCULOSIS TEST **RESULTS** - (Please refer to Appendix F. If your child was born, has lived, or traveled outside of the United States a Tuberculosis Test IS required before any enrollment process can occur. Must show a negative.)
- PARENT'S DRIVERS LICENSE, PASSPORT, OR PICTURE ID STUDENT'S OHIO DRIVERS LICENSE
- UNOFFICIAL TRANSCRIPT (**gr 9 – 12**) with End-of-Course Test results (Ohio State Tests) **OR**
GRADE CARD with Ohio State Test Scores, (**gr K – 8**) / WITHDRAWAL SLIP FROM PREVIOUS SCHOOL
- WEP or WAP – IF STUDENT HAS BEEN IDENTIFIED TO RECEIVE GIFTED SERVICES
- * **MOST RECENT IEP AND ETR*** - IF STUDENT RECEIVES ANY SPECIAL EDUCATION SERVICES
Special Services and/or placement cannot begin until these documents are received.

PROOF OF RESIDENCY

You **MUST** provide both of the following:

- a **UTILITY BILL** or other piece of official mail (i.e., Social Services statements, car insurance or registration, payroll statement) (**cell phone bills or bank statements cannot be accepted**) in the name of the residential parent or guardian, for the residence under which you are enrolling the child(ren). (Required within 14 days from move-in date.)

PLUS one of the following:

- A Settlement Statement or Property Tax Statement (if you **own** your home) or,
- A print out of the County Auditor's Summary page for your address (if you **own** your home)
- A **signed** Rental Agreement or Lease (if you **rent** your home), in its entirety. The parent/guardian MUST be either the leaseholder or confirmed occupant of the residence. *Must list contact information for the lessor and all occupants.*
- A **notarized Residing with Friends or Family** packet if you live in a home **owned** by someone other than you, and do not have a formal lease. (This document can only be completed by the homeowner and the parent/guardian of the student. *It is not accepted in a rental situation.*)
- A Purchase Contract **and** Loan Approval (if you are in the process of building or buying a home)
(You must ask for and complete the Non-Resident 60-day Waiver.)

Reynoldsburg Board of Education reserves the right to request any additional information for proof of residency.

PROOF OF CUSTODY


(REGARDLESS OF **WHEN** or **WHERE** CUSTODY WAS GRANTED)

- DECREE **and** JUDGEMENT ENTRY FROM DIVORCE, DISSOLUTION, OR LEGAL SEPARATION, **AND** SHARED PARENTING PLAN **and** DECREE, (IF APPLICABLE), **IN THEIR ENTIRETY.** **OR**
- COURT ORDERED CUSTODY (IF NOT BIOLOGICAL PARENT OR UNMARRIED BIOLOGICAL FATHER)

These must be the original, **filed, court-stamped documents, signed by the presiding judge.**

Only the parent or guardian awarded **residential custody for school enrollment purposes** may enroll the child.

****Students enrolling under House Bill 130 custody will not be eligible for athletic teams for one year.****

*****If you are a **non-custodial** party seeking guardianship . You must request the **60-day Tuition Agreement** before continuing.
Reynoldsburg Board of Education reserves the right to request any additional information for proof of custody.

If you are age 18 or over and NOT living with your parents in the Reynoldsburg School District you will also need:

*An unofficial transcript of your school record to date *An appointment with the Academy Principal *Proof of self-support by one's own labor (i.e., lease agreement, utility bills in student's name, pay stub or letter on business letterhead stating student's employment status, two years of tax returns, and evidence of auto insurance)