



## DOCUMENTATION REQUIREMENTS FOR SCHOOL ENROLLMENT

1. Original Birth Certificate, Passport, Green Card, or I-94
2. Immunization Records
3. Parent/Guardian's Driver's License or Passport (Photo ID)
4. Current IEP – ETR or 504 (if applicable)
5. T.B. Test Results (if applicable) – If the student has spent 30 or more consecutive days in a TB-endemic region or if the student was born in a TB endemic region.
6. Unofficial Transcript (Grades 9 – 12) must include Ohio State tests results (if applicable). Grade Card (Grades K-8) with Ohio State test results (if applicable).
7. Proof of Residency (Must provide 2)
  - Utility Bill (Gas, Electric or Water) or piece of Official Mail (Social Security, Job and Family Services, Car Insurance or Medical bill) – Must be in the name of the residential parent or guardian, for the residence under which you are enrolling the student(s).

PLUS, one of the following:

- **If you own your home:**
    - a. Printout of County Auditor's Statement
    - b. Settlement Statement or Property Tax Statement
    - c. Copy of Mortgage Statement
  - **If you rent your home:**
    - a. A signed Rental Agreement or Lease, in its entirety. The parent/guardian MUST be either the leaseholder. **You will be required to complete a residency verification release.**
    - b. Notarized Residency Affidavit – Parent/Guardian and student(s) are residing with someone else who is renting. **The leaseholder will be required to provide a copy of the lease. Parent/Guardian will be required to complete a residency verification release.**
    - c. Notarized Friends/Family Residency Affidavit – Parent/Guardian and student(s) are residing with someone else who owns their home/condo. **The home owner will be required to provide proof of ownership and a copy of a current utility bill.**
    - d. A Purchase Contract and Loan Approval (if you are in the process of building or buying a home. **You will be required to complete the Non-Resident 60 day waiver.**
8. Proof of Custody – regardless of WHEN or WHERE custody was granted. These documents must be the original, filed, court-stamped and signed by the presiding judge. Only the parent/guardian awarded residential custody for school enrollment purposes may enroll the child.
    - a. Decree and judgment entry from Divorce, Dissolution, or Legal Separation, and Shared Parenting Plan and Decree (if applicable) **IN THEIR ENTIRETY** or
    - b. Court Ordered Custody (if not Biological parent or unmarried biological father)

### Special Note:

- Students enrolling under HB130 custody will not be eligible for athletic teams for one year.
- If you are a non-custodial party seeking guardianship or the age of 18 or over and NOT living with your parents in the Reynoldsburg School District, you must contact the Welcome Center and meet with a representative for enrolling the student.

### Board of Education

Joe Begeny, President • Debbie Dunlap, Vice President  
Robert Barga • Jeni Quesenberry • Neal Whitman  
Melvin J. Brown, Superintendent • Tammira S. Miller, Treasurer