

**REYNOLDSBURG CITY SCHOOLS # 2509
REQUIREMENTS FOR SCHOOL ENROLLMENT CHECKLIST**

The custodial parent **MUST** be present and **THE FOLLOWING DOCUMENTATION IS REQUIRED** in order for the child(ren) to be enrolled. ***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.

STUDENT INFORMATION

- THIS COMPLETED ENROLLMENT PACKET
- PARENT'S DRIVERS LICENSE OR PICTURE ID
- STUDENT'S ORIGINAL BIRTH CERTIFICATE
- STUDENT'S OHIO DRIVERS LICENSE (if applicable)
- IMMUNIZATION RECORDS (Please refer to Appendix F if your children have lived or traveled outside of the United States. A **Tuberculosis Test** may be required before any enrollment process can occur.)
- UNOFFICIAL TRANSCRIPT (gr 9 – 12) **OR** GRADE CARD (gr K – 8), WITHDRAWAL SLIP FROM PREVIOUS SCHOOL
- *IF IN A SPECIAL EDUCATION PROGRAM, MOST RECENT IEP AND ETR***
Special Services and/or placement cannot begin until these documents are received.
- If applying for **FREE/REDUCED LUNCHES: FOOD STAMPS PROOF** OF ELIGIBILITY LETTER (*not* healthcare coverage), CURRENT PRINTOUT OF PROOF OF ELIGIBILITY (CNPE) for OWF or ADC ***MUST BE DATED WITHIN ONE MONTH OF REGISTRATION***, OR PROOF OF INCOME (paystubs or W2)

PROOF OF RESIDENCY

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

- a **UTILITY BILL** or other piece of official mail (i.e., Social Services statements, insurance statements) (**cell phone bills cannot be accepted**) in the name of the residential parent or guardian, for the residence under which you are enrolling the child(ren).

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). *Must list contact information for the lessor and all occupants. The parent/guardian MUST be either the leaseholder or confirmed occupant of the residence.*
- 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 OR 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.

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 High School 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)