

# 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 complete the enrollment requirement.

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 school will contact you 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.*

## Return the following:

**1 COMPLETE ENROLLMENT PACKET** – one for each student being enrolled.  
Return packet with all required documents and any that applies.

## 2 Student Information

**Student's original birth certificate**  
*Copies of the birth certificate are not acceptable.*

**Immunization Records**

**Tuberculosis Test Results** (if the child was born, has lived or traveled outside of the United States. Must show negative result.)

**Custodial Parent(s) Photo ID**  
(driver's license, passport or green card)

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**Unofficial transcript** (grades 9-12) **or grade card** (grades K-8)

**WEP or WAP** – identified to receive gifted services.

**IEP / ETR** – identified to receive special education services. **Special services and/or placement cannot begin until these documents are received.**

## 3 Proof of Residency

Documentation **must** be in the name of the residential parent/guardian.

**Utility bill / official mail (current)**  
**Required within 14 days from move-in date.**  
(social services statements, car insurance, registration, payroll statement) **Cellphone bills or bank statements cannot be accepted.**

Plus **one** of the following:

**Mortgage/Property settlement or auditor's page** (if you own your home)

**Signed Rental Agreement/Lease**  
**in its entirety.** Parent/guardian must either be the leaseholder or confirmed occupant. (if you rent your home)

**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.

**Purchase Contract and Loan Approval.**  
If you are in the process of building or buying a home. In addition, you must complete the Non-Resident 60-day waiver form.

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

## 4 Proof of Custody (regardless of when or where custody was granted)

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

**Court decree and judgement entry** from divorce, dissolution, or legal separation **AND shared parenting plan** (if applicable) in their entirety.

**Court ordered custody**, if not biological parent or unmarried biological father.

The above must be the original, filed, court-stamped documents, signed by the presiding judge.  
Only the parent/guardian awarded residential custody for school enrollment purposes may enroll the child.

**Marriage License.** Only necessary if parents were not married at the time the child was born.



If you are a non-custodial party seeking guardianship. You must request the 60-day tuition agreement before continuing.