

# New Student Enrollment Checklist

The following documents 1-5 are required to complete the enrollment process.

**1**

## Record of Birth

(One of the following)

- Student Original Birth Certificate / receipt
- Passport
- Green Card / Permanent Resident Card
- I-94 Family Travel Document

**2**

## Health Services

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

**3**

## Photo Identification: custodial parent

(One of the following)

- Driver's License
- Passport
- Green Card / Permanent Resident Card

**4**

## Proof of Residency: Two (2) proofs required

(One from each section below)

- Utility bill / official mail (current)  
(social services statements, car insurance, registration, payroll statement) **Cellphone bills or bank statements cannot be accepted.**

### Plus one of the following:

- Mortgage settlement / auditor's page  
(if you own your home)
- Lease; in its entirety (signed)  
Parent/guardian must either be the leaseholder or confirmed occupant. (if you rent your home)
- Friends or Family Affidavit  
This document can only be filled out by the homeowner and the parent/guardian of the student. Not accepted in a rental situation. THIS DOCUMENT MAY BE DOWNLOADED FROM WEBSITE.
- Purchase contract & loan approval  
Must complete Non-Resident 60-day waiver provided at Welcome Center.

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

**5**

## Custody Verification (if applicable)

- Marriage License  
*Only necessary if parents do not share last name or were not married at the time the child was born.*
- PROOF OF CUSTODY:** Regardless of When or Where custody was granted) These must be the original, filed, court-stamped documents, signed by the presiding judge.
- Court Decree & Judgment entry  
*In regards to divorce, dissolution, or legal separation AND shared parenting plan (if applicable) in their entirety. Only the parent/guardian awarded residential/school placement purposes may enroll the child.*
- Court Ordered Custody  
*if not biological parent/unmarried biological father. Granted through the court, usually long term. Temporary and Emergency orders granted by the court.*
- Guardianship  
*Granted through the court, usually temporary or expiring on the child's 18<sup>th</sup> birthday. This is valid ONLY in the state in which it is granted. If you are coming from outside Ohio, you must have jurisdiction transferred from the original court to an Ohio court before enrollment is possible.*
- House Bill 130: Grandparent Power of Attorney  
*MUST BE FILED WITH THE COURT. This short-term agreement which extends parental rights to biological grandparents without taking any rights away from custodial parent. It is only valid while a student resides full-time with the grandparent.*

**Notarized statements / POA from the current custodial parent(s) are NOT acceptable.**

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

## The following if applicable:

### Pupil Services items:

- Foster Placement documentation  
*Individual Child Care Agreement (ICCA)*
- IEP / ETR or 504 plan  
*Student identified to receive special education services. Special services and/or placement may begin until these documents are received.*
- WEP / WAP  
*Student identified to receive gifted services.*

### Additional item to assist with grade level placement

- Recent Report Card (grades K-8)
- Unofficial Transcript (grades 9-12)