

**REQUIRED DOCUMENTS FOR THE PURPOSE OF:
SCHOOL ENROLLMENT, CHANGE OF RESIDENCE, CUSTODY**

1. **Birth Certificate**
2. **Social Security Card**
3. **Proof of Residency (all pages)**
4. **Immunization Records**
5. **Copy of IEP/ETR or 504 for any child receiving those services**
6. **Copy of most recent Custody Order (all pages) or Copy of Grandparent Power of Attorney or Grandparent Affidavit (must be court stamped)**

BIRTH CERTIFICATE

Birth Certificate has been received _____
Staff Initials

Birth certificate must be received no later than fourteen (14) days of enrollment. Due date: _____ / _____ / _____

Deadline to provide Birth Certificate or other acceptable

- document
- Other acceptable documents in lieu of a birth certificate include:
 - A passport
 - An attested (certified) transcript of the certificate of birth
 - An attested (certified) transcript of the certificate of baptism or other religious record showing the date and place of birth
 - An attested (certified) transcript of a hospital record showing the date and place of birth of the child
 - A birth affidavit
 - PLEASE NOTE: If the child's birth certificate or other acceptable document as listed above is not provided with **fourteen (14) days** of enrollment, the district is required to notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and the possibility that the student may be a missing child and endangered child.
[ORC 3313.672, 2901.30]

SOCIAL SECURITY CARD has been received

PROOF OF RESIDENCY

- Acceptable documents for proof of residency include:
 - Gas or electric bill within the last 30 days with name and address of parent/guardian
 - Copy of a current lease contract signed by the renter and the landlord (all pages)
 - Mortgage statement issued within the last 30 days
 - Current bank statement
 - Current pay stub showing parent/guardian name and address
 - Letter from a government agency
 - Other similar documentation [ORC 3314.11, 3314.11]

IMMUNIZATION RECORDS have been received [ORC 3313.671]

Copy of IEP/ETR or 504 have been received

CUSTODY/GUARDIANSHIP (All pages of court order must be presented at the time of enrollment)

- PLEASE NOTE: Marietta City School District abides by all court orders submitted. Court orders provided to the district must be the complete order. If there had been a change in the Order, it is the parent/guardian's responsibility to provide updated copies to the child's school.
- PLEASE NOTE: Ohio DOES NOT accept Notarized Statements from a parent or attorney to allow another person to enroll their child in school.
- PLEASE NOTE: Ohio allows the usage of a Grandparent Power of Attorney or a Grandparent Affidavit if situation qualifies as specified in Ohio Revised Code. [ORC 3109.04, 3019.042, 3019.52, 3109.66]

Please read and initial the following three statements:

_____ I understand it is my responsibility to provide the above listed documents for enrollment purposes.

_____ I understand if the birth certificate is not provided within 2 weeks of enrollment, the school district shall, in compliance with Ohio law, notify the law enforcement agency having jurisdiction in the area where the student lives of the possibility of a missing and endangered child.

_____ I understand I am required to provide proof of residency at the time of enrollment and at any time residency has changed.

Parent/Guardian Name: (Print) _____

Parent/Legal Guardian Signature: _____

Date: _____

MCSD Staff Initials: _____

Place Original in Cumulative File & Provide Copy to Parent/Guardian