

REQUIRED DOCUMENTS FOR THE PURPOSE OF SCHOOL ENROLLMENT



Birth Certificate  
Social Security Card  
Proof of Residency (all pages)  
Immunization Records  
Copy of IEP/ETR or 504 for any child receiving those services  
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 which would be: \_\_\_\_/\_\_\_\_/\_\_\_\_

- 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 NUMBER** - copy on file

**PROOF OF RESIDENCY** [ORC 3314.11, 3314.11]

**EXEMPT per McKinney-Vento Education for Homeless Children & Youth**

- 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

**IMMUNIZATION RECORDS** have been received [ORC 3313.671]

**Copy of IEP/ETR or 504** has been received

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

- PLEASE NOTE:
  - Our district abides by all court orders submitted. Court orders provided must be the full order no matter the number of pages.
  - It is the parent/guardian’s responsibility to provide updated copies to the child’s school in the event in a change in the custody order on file.
  - Ohio permits the usage of a Grandparent Power of Attorney or a Grandparent Affidavit if the situation qualifies as specified in Ohio Revised Code. [ORC 3109.04, 3019.042, 3019.52, 3109.66]
  - IF the enrolling child/youth is considered to be an Unaccompanied Youth & Homeless as defined in the McKinney-Vento Education Act, a **MCSD Caretaker Form** will need to be completed by the caregiver. [42USC § 11424a(6)]
  - Ohio DOES NOT accept Notarized Statements from a parent or attorney to allow another person to enroll their child in school.

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**