



## REGISTRATION 2020/2021

During the Coronavirus Pandemic, Brooklyn City School District continues to follow public health and safety guidelines issued by Governor DeWine. Please read the directions below carefully.

1. Please visit our website at [www.brooklyn.k12.oh.us](http://www.brooklyn.k12.oh.us) and click on the “New Student Registration” tab or simply go to <https://brooklyn.esvportal.com>. Once you have entered the link, you must create an account to access the parent portal. Follow the instructions given.

### 2. **Collection of required documentation during COVID-19 outbreak-**

IMPORTANT! After you have entered your student(s) information online with OneView, we must collect the documents listed on page 2. The following options are available:

- A. Scan and upload directly to the registration portal in OneView using the upload buttons where applicable.
- B. Fax documents to 216-485-8118.
- C. Provide copies. Place copies (not originals) of all required documents in an envelope labeled with your child’s name and grade level and schedule a drop off time, or use the drop box (located outside door 18).
- D. Take a photo via cell phone of each document and then forward through email to [laura.baker@bcshurricanes.org](mailto:laura.baker@bcshurricanes.org). Each photo must clearly show the information needed (ex: name/address/date).
- E. Photo copy and mail via U.S. mail. Please allow extra time for processing.
- F. Schedule a time to meet in person to provide documents. **Registration is by appointment only, please call 216-485-8112.** Only the parent/legal guardian is needed. Please do not bring children to the appointment unless necessary. Appropriate physical distancing will be in place. If possible, please wear a mask to your appointment. If you or someone in your household is sick at the time of your appointment, please call to reschedule or make other arrangements.

# REQUIRED DOCUMENTS:

- Birth Certificate
- Custody/Guardianship Papers (if applicable) in original form with court stamp
- Immunization Records
- Physical Form if Preschool or Kindergarten
- Parent/Guardian Identification; Driver's License or Picture ID
- School Records – BCSD - Consent for Records Release Form and any of the following listed below:
  - Withdrawal Slip
  - Last Report Card/Grades in Progress
  - Transcripts (high school only)
  - Home Schooling Documentation
  - State Testing Information
  - IEP/ETR/MFE (if applicable)
  - 504 Plan
  - Other:
- Proof of Residency – All items requested must be provided at time of registration.

## Home Owner

You must provide each of the following:

- Deed, Title, Truth in Lending or Mortgage Statement
- 2 current utilities – *All mail must be dated within 30 days of the registration appointment*
- Notarized Residency/Custody Affidavit (for the purpose of establishing school residence and custody). **MUST BE NOTARIZED**

## Renters

You must provide each of the following:

- Current, valid signed lease/rental agreement (preferred) *or* Owner Affidavit in place of lease (**must be completed and signed by landlord/owner of home**)  
Please note that we will cross reference the information given with the Cuyahoga County Auditor's Office.
- 2 current utilities *or* 2 forms of mail in your name such as: tax statement, cell phone bill, cable bill, car insurance, renter insurance, life insurance, bank statement, pay stub, county, state or government correspondence, medical statement, etc. – *All mail must be dated within 30 days of the registration appointment*
- Notarized Residency/Custody Affidavit
- Renters Form (landlords name and phone number)

You must be a legal resident of the city of Brooklyn, Ohio and the residential parent or legal guardian of the child in order to complete the registration process. Enrollment of a child under false pretense subjects the parent/guardian to liability for tuition and other costs.

**Please note\* If you do not have a printer, the following documents may be picked up from the Board of Education lobby (please call in advance):**

- Residency/Custody Affidavit
- Owner Affidavit
- Physical/Dental forms
- Preschool/COPA packet
- Home Language Survey