

## 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
- 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)

**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