

Wickliffe City Schools

Enrollment Requirements

REGISTRATION REQUIREMENTS

Formal registration into the school district is necessary prior to enrolling your child into his/her school of attendance. Parents/guardians are required to register their child in person and must provide personal identification such as a driver's license or state identification card. Parent is defined by Ohio Revised Code as either parent unless the parents are divorced, in which case parent means the parent who is the residential parent and legal custodian. Social workers are the legal custodians for the Department of Children and Family Services placements. Guardians are the legal custodians for Probate Court placements.

BIRTH CERTIFICATE

A certified copy of the birth certificate must be presented at the time of registration. Non-certified photocopies are not acceptable.

IMMUNIZATION REQUIREMENTS/RECORDS

Immunizations must be complete in accordance with state law and a record of such immunizations, indicating the month, day and year of each inoculation must also be presented at the time of registration. Detailed immunization information is on the reverse side.

RESIDENCY VERIFICATION

The following documents are required if:

I am the owner of the address listed on the student enrollment form

- Purchase agreement **AND**
- Current gas or electric bill (within 30 days of enrollment)

OR

Most current real estate tax bill (within 30 days of enrollment)

I am the lessee of the address listed on the student enrollment form

- Lease agreement & 1st month's receipt of payment
- Current gas or electric bill (within 30 days of enrollment)

I am living at the address listed on the student enrollment form

- Owner/Current Lessee Form (completed in the presence of school office personnel) and all required documentation therein

NOTE: Month-to-month lease agreements need to provide payment documentation each month to the school.

DIVORCE DECREE (CERTIFIED)

At the time of registration, the parent who is the residential parent and legal guardian of the child must provide legal documentation in the form of a Journal Entry. The original Journal Entry or a certified copy is acceptable. Non-certified photocopies are not acceptable forms of documentation.

GUARDIANSHIP PAPERS

If placement is through the Probate Division of Common Pleas Court, the Letter of Guardianship issued by the court must be presented at the time of registration. If placement is through the Juvenile Division of Common Pleas Court, a certified copy of the Journal Entry must be presented. Alternate forms of documentation are not acceptable.