

# The Wickliffe City School District

## Student Registration and Enrollment Requirements

Welcome to the Wickliffe City School District. These requirements have been established to provide incoming families with the information they need to register a child in our schools. If you have questions about these requirements, please contact the Secretary for Attendance and Enrollment at 440.810.8001 x2 or [kelly.pfundstein@wickliffecsd.org](mailto:kelly.pfundstein@wickliffecsd.org).

***Once the registration process has been completed and the information verified, you will be contacted and provided with an enrollment start date for your child.***

***This process is typically completed in 2-3 business days, however, incomplete information or missing documents may delay the process.***

### REGISTRATION REQUIREMENTS

Formal registration into the school district is necessary prior to your child being enrolled into the Wickliffe City School District. Evidence of custody/guardianship must be provided. These enrollment and registration requirements and policies are in accordance with Ohio Revised Code and Wickliffe Board of Education policies.

### BIRTH CERTIFICATE

An Original Birth Certificate (copy will be made and the original returned) or Certified Copy or other document as allowed by Ohio Revised Code Section 3313.672:

- A passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
- An attested transcript of the certificate of birth;
- An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
- An attested transcript of a hospital record showing the date and place of birth of the child;
- A birth affidavit.

### 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.

### RESIDENCY VERIFICATION

The following documents are required:

If the parent/guardian is 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
- Current real estate tax bill (within 30 days of enrollment)

If the parent/guardian is the lessee of the address listed on the student enrollment form:

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

If the parent/guardian is living (not owning/renting) at the address listed on the student enrollment form:

- Owner/Current Lessee Form (notarized or signed in the presence of a school official) and all required documentation therein.
- Month-to-month lease agreements need to provide payment documentation every month.

## EVIDENCE OF CUSTODY/GUARDIANSHIP

### Parents are married

If the child's parents are married, either parent may complete the registration process provided that the registering parent's name is on the child's birth certificate.

### Parents are divorced (Certified Divorce Decree)

If the child's parents are divorced, court documentation explain the custody arrangements must be provided. 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. Only complete documentation will be accepted, partial, redacted, or incomplete documentation is not acceptable. The original Journal Entry or a certified copy is acceptable. Non-certified photocopies are not acceptable forms of documentation.

### Parents were never married or there was a court decision outside of a divorce proceeding

- 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.
- If a parent or other adult is seeking custody of a student, that adult must provide, a time-stamped document from the Clerk of Courts or a complete copy of the court order concerning custody or guardianship of the student(s). In compliance with the Ohio State Missing Children's Act, a copy of the legal record establishing the residential parent with whom the student is residing when registering for school. If the person registering the student is in the process of obtaining custody or guardianship, a time-stamped copy of the petition from the Clerk of Courts must be presented at the time of enrollment. This documentation must be filed prior to admission or updated if guardianship changes while the student is enrolled.
- If there is no court-ordered custody and the parents were never married, the mother is considered the sole residential parent and legal custodian – until a court determines otherwise. As an alternative, the other parent may seek to obtain legal custody through the courts. If he/she does, the child may be admitted tuition-free, for up to sixty days. For the District to consider a sixty-day provisional enrollment the adult must provide evidence of application for legal proceedings or a notarized sworn statement that the adult is seeking custody of the child through the court system.

### Other

- A Grandparent/Caretaker affidavit will be considered for the enrollment of a child subject to Ohio Revised Code.