

REGISTRATION DOCUMENT CHECKLIST

Documents to bring when registering:

_____ **Birth Certificate or other certification as approved by ORC 3313.672**

- 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 the birth of the child
- A birth affidavit

_____ **Immunization Records on student(s)**

_____ **Divorce/Custody Papers – Must be court certified**

_____ **Proof of Residency**

- Current utility bill; gas, water, cable TV, trash or sewer with your name and address indicated on the document (telephone and cellular phone bills are NOT accepted).
- Lease Agreement/Rental Contract with your name and address indicated on the document, and a current rent receipt. Landlord's name, address, telephone number and landlord's signature must appear on these documents.
- Approved Interdistrict Open Enrollment Application accompanied by documents that prove residency in the district that initiates the interdistrict transfer.
- An attested Residency Affidavit form (S-3) with supporting documents. (When living in the home of relative, etc, it is necessary for the resident to sign an affidavit of residency).

_____ **Picture Identification**

We will also ask you to sign (when required):

- Release form to request school records from your previous school district.

The following documents are not a requirement for registration, however, these items are a requirement for proper class placement. It is helpful if you bring these documents to your appointment.

- Current Individualized Education Program (IEP)/Evaluation Report (ETR) or other Special Services Educational Report/Plan
- Copy of Last Report Card (K-8) or Unofficial Transcript (9-12)

IF YOU PREVIOUSLY ATTENDED CLOVERLEAF, WITHDREW AND ARE RETURNING, YOU WILL BE REQUIRED TO COMPLETE ALL REGISTRATION STEPS ABOVE.

CHILDREN AGE 5 BY AUGUST 1 ARE ELIGIBLE TO REGISTER FOR KINDERGARTEN.