

CLOVERLEAF LOCAL SCHOOLS  
REGISTRATION INFORMATION

**Registration paperwork:**

- To be completed at school building of attendance. When registering multiple students, all registration paperwork may be completed at one location. (Middle and High School students need to register at their respective schools for course scheduling.)
- Must be completed and signed by a parent, legal guardian and/or legal custodian. Parent/legal guardian is identified by child's birth certificate, adoption paperwork, or other court certified document.

**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).

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

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

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.