

ENROLLMENT REQUIREMENTS:

1. **Birth Certificate**- mandatory

2. **Custody Papers** (if applicable)
 - ✚ If parents are divorced-we must see whole divorce decree to see who is named as residential parent and it *must* be signed by the Judge and court stamped with a date.
 - ✚ If parents did not marry, the State of Ohio recognizes mother as custodial parent. Dad would have to have custody papers to enroll.
 - ✚ Foster Parents must have 2 items-proof that an agency has given them temporary custody **and** a court issued Assignment of Tuition, that assigns the school district responsible for their education.

3. **Immunizations**- if family does not provide at enrollment they must be provided Within 14 days.

4. **Proof of Residency:** (one of the following)
 - ✚ Current Lease with owners name & Phone number
 - ✚ Settlement Statement (financial data is not copied, just top section)
 - ✚ Mortgage Coupon - can cover \$ amount
 - ✚ Property Tax statement or auditors proof-can be obtained from website
 - ✚ Purchase Agreement -if building home. There is a 90 day grace period if building inside Edgewood City School district.

5. **Returned Mail procedure** (If you send mail to a parent and receive it back in the mail):
 - ✚ Call parent and verify there is a new address
 - i. Have parent come in and change address with one of the above Proofs of residency
 - ii. If parent does not change address then refer matter to the principal for him to determine if we need to do a home check.