



REGISTRATION DOCUMENT CHECKLIST

A Students registration will not be considered complete until all required/applicable documentation has been submitted. Please bring the following to your appointment:

_____ **Proof of Identity –**

Parent/Guardian must provide passport/drivers/ license or state pictures ID as proof. *Please bring original*

_____ **Proof of Students Age - Students Birth Certificate**

Please furnish original or certified copy of birth certificate. In lieu of birth certificate, a birth affidavit, passport or an 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 the student. *Please bring original*

_____ **Immunization status - Complete immunization records**

A copy of immunization records **from the Doctors** office fulfills immunization requirements for registration. The school health questionnaire must be completed as well. *Please bring one copy.*

_____ **Proof of Residency For Westlake resident owning/renting in Westlake City School District**

Two (2) proofs of residency must be brought in and shown to registrar. Documents accepted are stated below. Your name must appear on all proof of residency documents. Please bring one copy of each.

One item for proof of residency must be from the five items listed below:

- Rental Agreement signed by landlord and renter along with landlord contact information
- Purchase Agreement signed by all parties closing date and letter from realtor confirming occupancy
- Construction contract signed by all concerned parties
- Homeowner Mortgage statement for coupon
- Homeowner Deed

Acceptable documents for your SECOND proof of residency include:

- Homeowner Insurance Statement/Bill
- Property Tax Bill
- Most recent pay stub with address
- One (1) RECENT utility bill (choose only one of the following: Electric, Water, Gas Cable Television)
- Letter for verification of Utility Services (Electric 1-800-589-3101 or Gas 1-800-344-4077) *For use if Utility Bill has not yet been received*

TELEPHONE/CELL PHONE BILLS WILL NOT BE ACCEPTED

_____ **For those living with a Westlake resident enrolling in the Westlake City School:**

The Westlake Resident must be present at registration appointment with registering family or have Sworn Statement of Residency form (found on registration site. notarized and brought to appointment by enrolling family along with proof of residency items.

A total of (3) proofs must be brought into registration appointment. (2) from Westlake Resident and (1) proof of address from registering family. See Proof of Residency items accepted for Westlake Resident above.

One Proof of Address item must be supplied by registering family of student. Acceptable items include:

- Official mail with name and Westlake address of REGISTERING family
- Driver license or other government issued document with Westlake address.

Westlake City School District reserves the right to verify the authenticity of this documentation



___ **Completed School Health Questionnaire**

___ **Kindergarten Preference Form (if applicable)**

___ **Kindergarten Medical Entrance Exam Form (if applicable) completed by doctor**

___ **Academic records-**

(recent report card, class schedule, transcripts, test scores) *Please bring copy*

___ **Special Education/Special Services-**

Individualized Education Program (IEP)/Evaluation Team Report (ETR) *Please bring copy*

___ **Custody Papers –**

If applicable, you must bring a certified copy of any court document establishing Custody or Guardianship from Domestic Relations Court, Probate Court, Juvenile Court, or any other Court of competent jurisdiction which has issued an order regarding the custody of the student(s) being registered. *Please bring original and one copy.*

To verify guardianship or custody, the following are the only acceptable proofs:

1. A certified, time-stamped, date-stamped court order indicating custody together with any modification (3313.672.ORC) attached to the Custody Form.
2. A time-stamped notice of the application for appointment of guardianship from probate court (valid for 60 days) attached to the Custody Pending Form.
3. A certified copy of court placement orders for foster children attached to the Foster Children Form.

A letter from current guardian giving temporary custody is NOT acceptable. Any changes or modifications in the accepted custody orders after the accepted at time of registration must also be submitted. These requirements are in compliance with Section 3313.672 of the Ohio Revised Code.

All documents MUST be officially translated into English. It is the parents/guardians responsibility to provide **officially** translated documents.