

Welcome Parents and Students

We are pleased that you have chosen to be a part of our district. Please complete this registration packet *prior to* your registration appointment and present to the registrar all completed forms and documents required. Student Registration takes place at the West Geauga Board of Education located at 8615 Cedar Road **by appointment only**. To schedule an appointment, call the Board of Education at (440) 729-5900 or the Department of Pupil Personnel at (440) 729-6806.

Who may register a child?

Only the parent or legal guardian of the child may complete the registration process. A parent or legal guardian must appear in person.

Residency Requirements

The schools of the West Geauga Local School District are tuition free only for those students whose parents/legal guardians are residents of the school district. Residence for school purposes means that the parents/legal guardians of the student live within the school district seven days a week and perform most daily living functions (sleeping, eating, and bathing) at the residence.

Proof of Residency

One Primary proof of residency must be provided. Primary proofs of residency include a deed, purchase/construction contract, or mortgage document. In addition, **two Secondary proofs of residency must be provided.** Secondary proofs of residency include a recent utility bill, voter registration card, property tax statement, home insurance policy, pay check or pay stub, driver's license or state ID card, or receipt of utility installation. These documents must include the current address.

Registration Packet

Please present all completed forms and required documents at the registration appointment. All completed forms and documents will be maintained in student files.

REGISTRATION PACKET (Includes all of the following documents)

- **REGISTRATION INSTRUCTIONS**
- **STUDENT REGISTRATION FORM**
- **RESIDENCY AND CUSTODY DECLARATION**

ADDITIONAL REGISTRATION FORMS IF APPLICABLE:

(Available on website @ www.westg.org under “Registration”)

- **CUSTODY/ CUSTODY PENDING FORM**
Required for students whose custody has been petitioned or is ordered by a court of law
- **PROPERTY OWNER AFFIDAVIT**
Required if the parent/legal guardian and student are living in a home or apartment owned or leased by another person
- **90 DAY CLAUSE**
Required if the parent/guardian is in the process of moving and does not yet have a building contract or purchase agreement

DOCUMENTS TO BRING TO YOUR REGISTRATION APPOINTMENT

- **COMPLETED REGISTRATION FORMS**
- **DOCUMENTATION TO VERIFY YOUR STUDENT’S AGE (documents are used only to verify age and will not be used for other purposes)**
Examples include: birth certificate (domestic or international), religious, hospital, or physician’s certificate showing date of birth, adoption record, baptismal record, previously verified school records.
- **PROOF OF RESIDENCY**
See STUDENT REGISTRATION INSTRUCTIONS
- **CUSTODY/GUARDIANSHIP RECORDS**
Official complete copy of any and all current court orders from the Domestic Relations, Juvenile, Probate or any other court which has exercised jurisdiction over the custody or residency of the child being enrolled.
- **SPECIAL NEEDS RECORDS**
Individualized Education Program (IEP) and Evaluation Team Report (ETR/MFE) for students identified as disabled under IDEA; who received services through another district.