

The following forms and documentation will be required at the registration appointment.
If ALL forms and documentation are not presented at the scheduled appointment, all documentation and forms will be returned to the parent/guardian and an appointment will be rescheduled.

A STUDENT CANNOT BE REGISTERED WITHOUT COMPLETED DOCUMENTATION

1. Parent/Guardian must present a valid picture ID to confirm identity (i.e. Drivers License, State ID, or passport)
2. **Student Registration Form** – must be completed in full
 - A. **When listing parent/guardian information:**
 - a) Birth/Adoptive Mother and Birth/Adoptive Father should be listed even if separated or divorced. Indicate if mother or father is living in the same home by checking “residential” or “non-residential” and status (i.e. married, single divorced separated etc.). If location of birth/adoptive parent is unknown, indicate “unknown” as address.
 - b) Step parents are not legal guardians unless they have legally adopted the student. Therefore, step parents may be listed as emergency contact(s) on the Emergency Medical Form but should NOT be listed under parent information on enrollment form.
 - c) If birth/adoptive parents are divorced the **Custody/Custody Pending Form** must be completed and legal documentation of custody **MUST** be presented with enrollment documents.
 - B. **Original Birth Certificate** MUST be submitted with registration documents. If original birth certificate is not available a certified copy or Passport is acceptable. *If further clarification is needed regarding parent/guardian information contact: Pupil Personnel Department at 440-729-6806*
3. **Residency and Custody Declaration** – parent/guardian must complete this form. Initial each statement acknowledging you have read each statement.
 - A. **If the parent/guardian owns the dwelling,**
 - a) **Two proofs of residency must be provided** with this form. *(acceptable proofs of residency are listed on form)*
 - B. **If the parent/guardian is renting the dwelling,**
 - a) **A copy of the current signed lease agreement** must be provided with this form. If a lease agreement is not available the land owner must complete:
 - b) **Property Owner Declaration** and two proofs of residency for the property owner.
 - C. **If parent/guardian is living with another person/family member who is a resident (eg. grandparents, friend)**
 - a) **Property Owner Declaration** and two proofs of residency for the property owner must be presented.
 - D. **If the parent/guardian is moving into the district but sale is not closed or building a home in the district and home is not complete:**
 - a) **90-Day Clause** must be completed. *(This form indicates the parent/guardian has 90 days to provide the district with two (2) proofs of residency or the district has the right to charge the current daily tuition rate.)*
4. **Health History Form** – must be completed by the parent/guardian. This form should be completed in full.
5. **Emergency Medical Authorization** – must be completed by the parent/guardian. This form should be completed in full.
6. **Immunization Form** – must be completed by the students’ physician. A physician’s document of immunization history is acceptable as long as it is signed by the physician.
7. **Transportation Registration Form** – Top half of form must be completed even if transportation is not needed. *Bottom half of form should only be completed if transportation to or from school will be different than the residence address.*
8. **New Student Record Release** – must be completed for all students entering the West Geauga District.
9. **Medication Administration Record / Drop-Off – Pick-up Instructions** – must be completed and signed by a physician and parent/guardian for any medication to be administered to a student
10. **Fluoride Mouthrinse Program Form** – must be completed for all Elementary students either consenting or denying participation in the program
11. **Previous School Records** –
 - A. Last report card must accompany registration documents for students in grades 1-12
 - B. Transcripts must be provided if student is in grades 8-12
 - C. Standardized Test Scores (i.e. IOWA/COGAT, State Achievement, OGT) must be provided for scheduling in grades 3-12
12. **If student has been identified as disabled under IDEA**, Individualized Education Program (IEP) and Evaluation Team Report (ETR/MFE) **must be provided at registration;**
13. **If a student has been identified as eligible for protection under Section 504**, the 504 Accommodation Plan must be provided at registration