

ELIDA LOCAL SCHOOLS

“Checklist” For Enrolling New Students

Student's name _____ Grade _____ Date _____
 Last First Middle

_____ 1. Birth Certificate – (Effective 8-29-07 can also use Passport, Certificate of Baptism, or Birth Affidavit)

_____ 2. Social Security Card – (Not required as of 8-29-07 but would like to have it).

_____ 3. Residency Papers (any one of the following):

- _____ Current Purchase Agreement
- _____ Bank Purchase Papers
- _____ Deed or Mortgage Statement
- _____ Auditor Information from Internet www.allencountyauditorohio.com/allen208/landrover.asp
- _____ Rental Contract/Lease Agreement
- _____ Residency Affidavit – (When Needed)

_____ 4. Student is living with:

____ Both parents; ____ Father; ____ Mother; ____ Guardian; ____ Step parent; ____ Foster parent; ____ Grandparent(s)

- _____ SF-14 (court placed) student
- _____ Independent student – Must provide proof of rent payment for a house or apartment in the Elida School District. Proof of rent must be provided monthly to the assistant principal's office. Student must also provide proof of 30 hours per week work (under his/her own labor).
- _____ Special education student – Find out what program and inform the guidance counselor and district SEO.
- _____ Grandparent Power of Attorney; Grandparent Caretaker Authorization Affidavit

_____ 5. Custody papers (can accept a letter from the attorney that states the custody process has started - good for 60 calendar days).

_____ 6. Immunizations

_____ 7. Registration Enrollment Packet

_____ 8. Parent/Guardian State Photo ID

The Following Forms Should Be Completed After Enrollment

_____ 1. Record release form

_____ 2. Census card

_____ 3. Emergency medical form

_____ 4. Medication (whether prescription or over the counter, you must have a signed medication form from your doctor.

_____ 5. Lunch form (if you believe you may qualify for free or reduced lunches and/or breakfast)

_____ 6. Transportation modification form