

Registration Document Checklist

Documents required when registering a student:

A student may not be registered until all documentation has been submitted. Please upload all documents to the Registration Gateway or bring all documents at the time of registration.

1. Child's Proof of Age - one (1) of the following documents:

- Certified Birth Certificate - official health department certificate
- Valid passport

2. Immunization / Shot Record - one (1) of the following documents:

An authorized person MUST sign all immunization / shot records for each student. Parent signatures are not acceptable.

Personal/Family "Baby Books" are not acceptable/official records. The school nurse will review the record to determine if your child's immunizations meet current requirements. If you do not have any of these documents, please contact the District Central Registration Office at (937) 505-2828 for further assistance

- Immunization / Shot Record from Clinic or Physician Office

3. Proof of Residency - one (1) of the following documents:

- Recent Home Purchase Closing Statement
- Current Rental Lease
- Current Property Tax Statement
- Copy of Deed
- Settlement statement
- Land contract or purchase contract
- Current utility bill (Gas, Electric, Water, Cable)

4. Parental Documentation

- Picture identification (driver's license / state ID)
- Custody papers
- If applicable, a copy of the court order or custody agreement is required to be provided if the parents are legally separated or divorced and the enrolling parent is relying on the order or agreement as the basis for enrolling the child.

Additional Documentation

The following documentation will assist in scheduling your student(s) into the appropriate learning environment.

The following information is not required at the time of registration and will not delay the registration process.

- Academic records/transcripts
- Attendance records
- Health or physical examination records
- Individualized Education Plan (IEP)/Evaluation Testing Report (ETR)/ 504 Plan



Every Student | Every Opportunity | Every Day