

15982 E. High St, PO Box 188, Middlefield, Oh 44062
440-632-0261

WELCOME TO CARDINAL LOCAL SCHOOLS

Student Name _____ **Grade** _____ **Start Date** _____

Absent legal exceptions, all forms must be completed and all documents provided for your child to begin school.

Enrollment documents include:

- * Birth Certificate or alternative birth documentation including:
 - Birth certification from another state, territory, possession, or nation
 - Passport or 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 birth of the child
 - Attested transcript of the certificate of birth
 - Attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child
 - Attested transcript of a hospital record showing the date and place of birth of the child
 - Birth affidavit
- * Immunization records, most current
- * All court documents which show custody, guardianship or foster care
- * Proof of Residency, 2 required:
 1. One of the following: Signed Lease, Purchase Agreement, Mortgage Statement, Deed
 2. Current utility bill with enrollee's address, such as electric, water or gas bill (no phone), Municipal Income Tax Bill or Homeowner Insurance Policy
- * Latest report card, if available
- * IEP or 504 plan, if applicable
- * Transcripts, if available

The following forms are required to be completed:

- * Student Enrollment Form (2 Pages)
- * Home Language Survey
- * Residency Custody Declaration Form
- * Records Request Form
- * Residency Verification Form, if living with friend or relative
- * Student Health History Form (2 Pages)
- * Emergency Medical Form
- * Medication Authorization Forms, if necessary (3 Forms)
- * Bus Registration Form

If the students' residency changes without notification, upon discovery, the student may be immediately withdrawn, and the parties may be responsible for tuition from the time the student no longer resided in the district to the time s/he withdrew. A student will be immediately withdrawn if false information is given.

"Any person who knowingly submits false information to satisfy any requirement of this section is guilty of a class A misdemeanor. In addition to any other penalties authorized by law, a district board may file a civil action to recover, from the parent/legal guardian of the pupil, the costs of school attendance for any pupil who was enrolled at a school in the district and whose parent/legal guardian filed false information to satisfy any requirement of this section (RSMO 167.151)."

Please complete the enclosed paperwork and return with this checklist, and the required documents to the Central Registrar as soon as possible.
