

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

## WELCOME TO CARDINAL LOCAL SCHOOLS

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Start Date \_\_\_\_\_

**All forms must be completed and all documents provided for your child to begin school. Students cannot start school without a Birth Certificate or Passport on file.**

### The following documents are required:

- \* Birth Certificate, U.S. Passport or Visa
- \* 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:

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| * <u>Student Enrollment Form</u>                     | * Records Request Form   |
| * <u>Residency Custody Declaration Form</u>          | * Residency Verification Form, if living with friend or relative |
| * <u>Student Health History Form</u>                 | * Immunization Report  |
| * <u>Emergency Medical Form</u>                      | * Immunization Requirements                                      |
| * <u>Medication Authorization Form, if necessary</u> | * 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If the students' residency changes without notification, upon discovery, the student may be immediately withdrawn, and the parties may be responsible for tuition from the time the student no longer resided in the district to the time s/he withdrew. A student will be immediately withdrawn if false information is given.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.**