



Dear Parent or Guardian,

A student enrolling in the Huron City School district must live with his or her parent(s), custodial parent or guardian(s). (*Parent means either biological parent, unless the parents are separated or divorced, in which case parent means the parent with legal custody of the child. Only students with a parent as defined by the Ohio Revised Code may be registered for admission. Custody and/or other pertinent court documents are required.*) Before a student may be enrolled and admitted to class these criteria must be met:

_____ 1. **Completed Student Registration Form**

_____ 2. **Birth Certificate** - (*Ohio Revised Code 3313.672*)

Please note: If a Birth Certification is not presented within fourteen (14) days of enrollment, or the document appears to be inaccurate or suspicious, the principal shall notify the appropriate authorities as defined in the Missing Children's Act. (*Ohio Revised Code 2901.30*)

_____ 3. **Residency Verification** - One cannot establish a residence merely by purchasing a house or apartment. It must be the place where important family activity takes place during significant parts of the day.

Two (2) of the following are required to verify residency:

_____ a. Gas and/or Electric bill (current)

_____ b. Signed Mortgage Deed or Apartment lease (Must list names of all occupants)

_____ c. Real Estate Tax Statement

_____ d. Completed **APPLICATION FOR PARENTS ENROLLING STUDENTS, BASED UPON THE PURCHASE OF A HOUSE OR COMPLETION OF BUILDING A HOUSE** Waiting on possession, non-residents, have 90 days from the date of enrollment to establish residency.

_____ e. Completed **SWORN STATEMENT OF RESIDENCE - FAMILIES RESIDING WITH RELATIVES / FRIENDS.**

_____ 4. **Immunization Records** - Immunization records must be provided to the school district with fourteen (14) days of enrollment. After that time, the student may not attend school until written proof is received. (*Ohio Revised Code 3313.671*)

_____ 5. **Completed Medical Form** - Provides the students medical history.

_____ 6. **Custody Documentation** (if applicable) - Certified court order allocating parental rights and responsibilities, or other documents allocating custody or guardianship. Documents are required to be provided to the school district within fourteen (14) days of enrollment. (*Ohio Revised Code 3313.672*)

One (1) of the following must be provided if there is a custody or guardianship issue:

_____ a. Certified court order or decree issued as the result of divorce, alimony, annulment or dissolution of marriage.

_____ b. Completed **CUSTODY PENDING FORM**. A child may enroll for a period of sixty (60) calendar days, on a sworn statement of an adult resident of the district that they have initiated legal proceedings for the custody of the student.

_____ c. Completed **STUDENTS WHO RESIDE WITH A LEGAL GUARDIAN FORM.**

_____ 7. **Completed Request for Records Form**

_____ 8. **Social Security #** (optional)

Students without appropriate records will be admitted under temporary enrollment for a period of fourteen (14) days, unless extended by the principal or superintendent. *I understand what documents are needed to complete the enrollment process and what time frame I have to produce the document(s).*

Student's Name _____

Parent Signature _____

Date _____

School Official Signature _____

Date _____

(Signed and dated after all the enrollment information has been provided)

For office use only

A copy of "Enrollment Requirements" has been given to the Parent/Guardian

Enrollment Documents received on: _____

Missing Documents must be received by: _____

Child will not be permitted to attend schools as of: _____