



North Olmsted City Schools
Documents to Be Presented to the Registrar

**To make an appointment to finalize the registration process, please contact the
North Olmsted City Registration Desk at 440-588-5308.**

Proof of Identity Documentation:

As the parent/guardian you must provide one of the following proof of identity documents:

- Passport
- Driver's License
- State Picture I.D.

Only the legal guardian of the student may register the student. Legal documentation in the form of an original journal entry or a certified copy must be presented at the time of your registration appointment, if there has been a separation or divorce. Attorney's copies and/or non-certified copies are not acceptable. When more than one student is involved, one original and copies of same are permissible.

Proof of Residency Documentation:

Child Living with Parents/Guardians: An Affidavit of Residency must be submitted with documents proving residency. For the protection of all residents it is the obligation of parents/guardians seeking to enroll a student to prove they legally reside in the North Olmsted City School District. The district will NOT enroll without proof of residency. Download the Affidavit of Residency Form from the North Olmsted City Schools registration page. Complete the form and return it to the North Olmsted City Schools along with three (3) documents (see categories below). [A COPY IS ATTACHED FOR YOUR CONVENIENCE]

Parents/Guardians and Children Living with another North Olmsted Family: For the purpose of establishing school residency, and if the family is living with another North Olmsted family, please download the Sworn Statement of Residency (O.R.C. 3313.64) from the North Olmsted City Schools registration page. Please have the homeowner complete and return the notarized form to the Administration Office along with three (3) documents. (See categories below.) [A COPY IS ATTACHED FOR YOUR CONVENIENCE]

Grandparent Power of Attorney or Caretaker Authorization Affidavit: These forms must be filed with the Cuyahoga County Juvenile Court clerk's office, 9300 Quincy Avenue, Cleveland, OH 44115. (216) 443-8400. The forms may also be downloaded at <http://juvenile.cuyahogacounty.us/en-US/forms-publications.aspx>

Document Category One (provide one document from this category)

- Homeowner's Mortgage Information
- Current Signed Lease

Document Category Two (provide two documents from this category)

- Municipal Income Tax Return
- Current Insurance Declaration Pages
- Utility Bills (gas, electric, landline phone, cable)
- Pay Stubs
- Cell Phone Bills
- Water/Sewer Bill

(To obtain letters of verification of utility start-up, call Electric Company at 1-800-646-0400 x 1327 or Gas Company at 1-800-362-7557)

Student's Proof of Age: (Please provide one of the following documents as proof of your child/ren's age.)

- Student's birth certificate – Certified Copy
- A 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 student.

Student Immunization Records:

Please provide a copy of your child's immunization record. If you have it electronically, there will be a place later in this online form to upload this document.

Custody and/or Guardianship Documents:

If applicable, please present to the North Olmsted City Schools a certified copy of any court order establishing custody or guardianship from Domestic Relations Court, Probate Court, Juvenile Court, or any other court of competent jurisdiction which has issued an order regarding the custody of the student(s) being registered.

To verify guardianship or custody, the following are the only acceptable proofs:

- A certified, time-stamped court order indicating custody together with any modification (3313.672 ORC) attached to the Custody Form. (Form to be completed in front of the registrar at the time of your registration appointment.)
- A time-stamped notice of the application for appointment of guardian from probate court (valid for 60 days) attached to the Custody Pending Form. (Form to be completed in front of the registrar at the time of your registration appointment.)
- A certified copy of court placement orders for foster children attached to the Foster Children Form. (Form to be completed in front of the registrar at the time of your registration appointment.)

These are the only acceptable custody or guardian papers. A letter from the current guardian giving temporary custody is NOT acceptable proof. Any changes or modifications in the custody orders must also be submitted.

School Records (All documents MUST be officially translated into English.) [A COPY IS ATTACHED FOR YOUR CONVENIENCE]

Download and print the Request for Release of Student Records from the North Olmsted City Schools registration page that follows:

- Last Report Card/Grades in Progress
- Transcripts (high school only)
- Home Schooling Documentation
- Students with Special Needs
- Evaluation Team Report (ETR)
- Individualized Education Plan (IEP)
- 504 Plan
- ESL Documentation

The Superintendent or his designee shall take all steps necessary to confirm the accuracy of the information provided in the registration process including the Affidavit of Residency. If it is discovered that a parent or legal guardian has made false statements in the registration process, the North Olmsted School District may notify the prosecuting attorney.

The policy shall apply to all students of the North Olmsted City Schools grades preschool through twelfth grade.

Nothing in these policies shall preclude the North Olmsted City Schools from exercising the discretion granted to it in the Ohio Revised Code 3313.64 with regard to admission of students who are living with their grandparents, and nothing in this policy shall deem a grandparent to be the legal guardian absent a court order.

The student(s) who is (are) being registered with the North Olmsted City Schools must not be expelled or excluded from any other school pursuant to Ohio Revised Code 3313.66, nor have been permanently excluded from attending any of the public schools in the State of Ohio pursuant to Ohio Revised Code Sections 3301.121 and 3313.662.

As the parent or legal guardian of the student(s) being registered, you have a continuing duty to immediately inform the North Olmsted City Schools of any change of residence and/or standing as to legal custody of the student(s) or to provide the North Olmsted City Schools with a certified copy of any court order which affects the custody or residency of said student(s) which have been issued or may be issued in the future.