



REQUIRED DOCUMENTATION/INFORMATION FOR ENROLLMENT

1. **BIRTH CERTIFICATE**

A. An original birth certificate

2. **PHOTO ID FOR CUSTODIAL PARENT**

3. **DIVORCE/CUSTODY DOCUMENTATION** (if applicable) **MUST** be court signed and date/time stamped

- A. Final Divorce Decree which may include Shared Parenting Plan, naming specific parent as residential parent for school placement
- B. Grandparent Power of Attorney
- C. Temporary Custody Order naming specific guardian
- D. Military Power of Attorney

4. **IMMUNIZATION RECORDS** – Required by the State of Ohio

5. **MEDICAL RECORDS** – Records of chronic medical conditions (if applicable)

6. **CURRENT IEP/MFE or 504 PLAN** (if this applies to your child)

7. **VERIFICATION OF RESIDENCE – ONE (1) PROOF OF RESIDENCY REQUIRED***

*If your mortgage statement or utility bills are processed through a type of online payment, it is your responsibility to obtain current statements, as required.

CHOOSE ONE PROOF FROM LIST BELOW:

Proof Options:

- ✓ **Current** * Rental/Lease Agreement with custodial parent's name; **OR**
*If month-to-month lease, please bring current verification from landlord, including landlord's contact information, on business letterhead
- ✓ Current Mortgage Statement with custodial parent's name listed; **OR**
- ✓ Purchase/Contract Agreement to buy property (if you will close on the sale of the property within 90 days of enrollment)
- ✓ Official confirmation from the US Postal Service of your Change-of-Address mailed to you at your new address;
- ✓ Current (within 30 days) Water Bill, or direct billing agreement, showing service address at Newark Schools' residence;
- ✓ Current (within 30 days) Gas Bill, showing service address at Newark Schools' residence
- ✓ Current (within 30 days) Electric Bill, showing service address at Newark Schools' residence
- ✓ Current (within 30 days) Landline Phone Bill, showing service address at Newark School's residence
- ✓ Current (within 30 days) Cable Bill, showing service address at Newark Schools' residence
- ✓ Current (within 30 days) Internet Bill, showing service address a Newark Schools' residence
- ✓ Current (within 30 days) Government Mailing (i.e., child support, government assistance)

8. **TRANSCRIPTS/GRADE CARDS** - To assist in creating the schedule for our middle/high school students