

MADISON LOCAL SCHOOLS
ENROLLMENT AND RESIDENCY REQUIREMENTS

Student Name: _____ **Grade:** _____

In complying with the legal requirements established by Ohio law, along with the Madison Local Board of Education, the following information and documentation is required for enrollment:

_____ **Official Birth Certificate** (official document registered with the state Bureau of Vital Statistics or other appropriate governmental agency) **(Required no later than 14 days after student enrollment; ORC 3313.672)**

An individual born in Ohio may obtain a certified copy of his or her birth certificate from any Ohio Public Health Department. The following will be accepted in lieu of such certificate:

- 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 child;
- An attested transcript of the certificate of birth;
- An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
- An attested transcript of a hospital record showing the date and place of birth of the child; or
- A birth affidavit.

_____ **Custody Papers** If applicable, the following documents must be provided:

- A certified, complete copy of the court order or decree which allocates parental rights and responsibilities for the care of a child and designates a residential parent and legal custodian of the child (divorce decree, shared parenting agreement, etc.).
- If applicable, a valid power of attorney designating the student's grandparent(s) as attorney-in-fact or a valid caretaker authorization affidavit that has been executed and filed with the juvenile court with respect to the child.
- Safety Plans
- Court Documents giving someone other than the child's biological parent(s) custody.

_____ **Proof of Residency**

To demonstrate residency, you must provide any one of the following **dated within the last 30 days:**

- Utility Bill — current (gas, electric, etc.)
- Purchase agreement (utility bill must then be presented within 60 days)
- Current lease agreement (utility bill must be presented within 30 days)
- Building Permit (occupancy must take place within 90 days — utility bill must then be presented within 30 days)
- Residency Verification Form- Completion of this form along with proof of residency is needed for the student to start. You will also need to provide within 30 days a piece of US mail with a current postmark addressed to the new local address.

_____ **Immunization Records (Must be up to date for student's current grade level)**

_____ **Picture ID of Custodial Parent enrolling student**

_____ **Enrollment Packet**

_____ **School Records (needed for scheduling of correct classes)**
(Required no later than 14 days after student enrollment; ORC 3313.672)

- Special Education records (if applicable) — IEP (Individual Education Plan), ETR (Evaluation Team Report), and/or Section 504 Plan
- Academic records (High School — transcript of earned credits & current classes, other grades will require current classes)
- Withdrawal form from previous school — including current grades
- Health records — current immunization
- Health Safety Plans

Note: Certain enrollment requirements may be waived or altered in certain limited situations under state law and Board policy, such as when a student is homeless or residing in a domestic violence shelter.