



Required Documents

The following documents are **required** to complete your student's registration. As you complete the online registration forms, you will be prompted to upload the required documents within our online registration system. **The person who is registering the student must have legal custody of the student.**

- **Photo ID** (driver's license or passport) of parent/guardian completing the registration process
- Child's **birth certificate**
- Child's **immunization records**
- **Two (2) Proofs of residency** — phone/electric/utility bill, mortgage/lease statement, etc., or residency affidavit
- **Custody papers**, if applicable (all pages)
 - NOTE: In the state of Ohio, if the parents were not married when the child was born then only the mother has custody unless there is a court document indicating otherwise

Items to bring to your building during Staggered Start:

- **Health History** - [ODH Health History Form](#)

This fillable form cannot be submitted electronically. You can type in the form and print it out OR you can print the form out and fill it in by hand. Then take it to your physician/dentist to complete. Bring your completed form to your child's assigned staggered entry day.

Informational Documents

- [Afterschool Programs of Lancaster Information](#)
- [Fairfield County District Library](#)
- [Ohio Immunization Summary for School Attendance](#)
- [Safety Town Information](#)

[Back to Enrollment](#)