

Required Documents

1. **Child's Proof of Age** - Birth Certificate, Passport, or other appropriate documentary evidence
2. **Immunization Status** - Proof of immunization and/or statutory exception:
 1. Clinic Record or Physician Office Record
 2. Immunization Form Signed by Doctor
 3. Other State Official Immunization Records
 4. Official School Records
 5. Executed Exemption
3. The school nurse will review the record to determine if your child's immunizations meet current requirements. If you do not have any of these documents, please contact the District Enrollment Center for further assistance.
4. **Proof of residency**
 1. Renting or Owning: Please bring one of the following:
 - Current deed
 - Current mortgage statement
 - Current Butler County Property Tax billing statement
 - Utility bill
 - Settlement statement (within 90 days of purchase/closing)
 - Lease or rental agreement - The lease shall be current and must indicate the term of the lease, address of the leased property, the name of the property owner, the name of the lessee, and the listing of tenants. Also, it must be signed by both Lessee and Property Owner.
5. *If you do not have any of the above forms of Address Verification in your name, please see the information below.*
 1. If you are in transition (doubled up or living in a hotel or shelter due to hardship):
 - Please complete the Student Housing Questionnaire
 2. If you live with someone permanently, but do not have any of the above items in your name, you must bring the following:
 - The home/leaseholder must complete the Residency Verification Form and provide their current lease agreement or mortgage statement
 - A current piece of official mail (bank statement, pay stub, medical bill, or government document) addressed to the enrolling parent/guardian showing property address
6. **Parental Documentation**
 1. Picture identification
 2. Custody papers
 3. The most recent copy of the court order or custody agreement is required if parents are separated or divorced

7. **Additional Documentation**

The following documentation will assist in scheduling the student(s) into the appropriate learning environment. The following information is not required at the time of registration and will not delay the registration process.

1. Health or physical examination records (in addition to immunization records)
2. Record from the previous school: academic records, attendance records, etc.
3. Individualized Education Program (IEP)/Evaluation Report (ER)
4. Special education records

Special Situations

- **Custody Decree** - (if applicable) Court-stamped, current legal documentation must be presented at the time of registration. Notify the school immediately of any future revisions or new legal documentation.
- **Guardianship** - (if applicable) Court-stamped, current legal documentation must be presented at the time of registration.
- **Special Education Paperwork** - (if applicable) The current ETR/MFE and IEP for students with disabilities, or the current Section 504 Accommodation Plan, or Gifted Identification information must be presented at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition.

Note Applicants must obtain English language translations of any documents that are completed in another language. The translation must include a statement signed by the translator that states that the translation is accurate and translator is competent to translate.