



Directions and Required Documents for Kindergarten - 12 Online Registration

Please review the directions below to prepare to register your child to attend Berea City Schools.

Complete the online registration application by selecting the Existing Families or New Families link.

The items and information listed below are needed to complete the online registration application.

- Child's Birth Certificate (original or certified copy), passport or baptismal record. If not in English, please provide a translated copy.
- Parent/Guardian photo identification (driver's license, passport, social worker's ID)
- [Residency and Custody Affidavit](#) (***Must be notarized***)
- Current Signed Lease - OR - [Owner's Affidavit](#), if you are not the homeowner (***Must be notarized***)
- At least 2 of the documents listed below with the Parent/Guardian's name, address and date (within the past 30 days)
 - Utility bills
 - Bank statement
 - Pay stub
- Any document, in its entirety, listed below, **if applicable**.
 - Divorce Decree
 - Guardianship or Custody
 - Grandparent Power of Attorney
 - Journal Entry – Case Worker (must have district of responsibility listed in the document)

****Each item will need to be uploaded into the online registration.***

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contacts (2 nonparental) - addresses and phone numbers.

If you have any questions, please call 216-898-8300.