



NEW ALBANY-PLAIN LOCAL SCHOOL DISTRICT
DISTRICT ENROLLMENT REQUIREMENTS FORM

Student's Name: _____

Current Grade Level: _____

- 1. Completed Student Registration form. This includes: School Health History Form and School Request For Confidential Pupil Records Form.
2. Original Birth Certification-(Ohio Revised code 3313.672)
One (1) of the following to be provided on enrollment:
a. A Certified Copy of the Birth Certificate (preferred documentation).
b. An attested (certified by signature) transcript of the certificate of birth.
c. An attested transcript of a hospital record showing the date and place of birth.
d. A birth affidavit.
e. A passport or attested (certified by signature) transcript of a passport filed with the registrar showing date and place of birth.
f. An attested transcript of a baptism or other religious record showing the date and place of birth.

Please note: If a Birth Certification is not presented within fourteen (14) days of enrollment, or the document appears to be inaccurate or suspicious, the principal shall notify the appropriate authorities as defined in the Missing Children's Act. (Ohio Revised Code 2901.30)

- 3. Residency Verification- One cannot establish a residence merely by purchasing a house or apartment. It must be the place where important family activity takes place during significant parts of the day. (Ohio Revised Code 3313.64)
Two (2) forms of proof of residency are required to verify residency:
1. Gas or Electric bill (unpaid and current)
2. Plus, one of the following:
a. Signed Mortgage Deed, or Apartment lease (Must list names of all occupants)
b. Real Estate Tax Statement. One that has been mailed to the owner, not printed from the Auditor's site.
c. Voter registration card
Application for Parents Enrolling Students Based Upon the Purchase Of A House Or Completion of Building A House Form to be completed when building or buying a home in the district that are waiting on possession, and are non-residents, have ninety (90) days from the date of enrollment to establish residency. When the house process is complete (building or buying), you must provide two forms of proof of residency.

Families Residing With Relatives Or Friends Form to be completed when families are residing with relatives or friends. The resident family must also provide two forms of proof of residency.

- 4. Immunization records- Immunization records must be provided to the school district within fourteen (14) days of enrollment. After that time, the student may not attend school until written proof is received. (Ohio Revised Code 3313.671)
5. Divorce/Custodial Documentation (if applicable)- Certified court order allocating parental rights and responsibilities, or other documents allocating custody or guardianship. Documents are required to be provided to the school district within fourteen (14) days of enrollment. If a divorce or guardianship situation exists, we must have a certified full copy of the order or decree. This is per State of Ohio Law (ORC 3313.672) and the Missing Children's Act.

One (1) of the following must be provided if there is a custody or guardianship situation:
a. Certified court order or decree issued as the result of divorce, alimony, annulment, or dissolution of marriage.
b. Custody Pending Form to be completed. A child may enroll for a period of sixty (60) calendar days, on a sworn statement of an adult resident of the district that they have initiated legal proceedings for the custody of the student.
c. Students Who Reside With A Legal Guardian Form to be completed. A student is residing with a Legal guardian.

- 6. Valid Photo ID of Parent/Guardian
a. Drivers License or a State photo ID
b. Passport or a Government issued ID

7. Current IEP, MFE (if applicable)

Students without appropriate records will be admitted under temporary enrollment for a period of fourteen (14) days, unless extended by the principal or superintendent. I understand what documents are needed to complete the enrollment process and what time frame I have to produce the document(s).

Parents Signature _____ Date _____

Enrollment Secretary Signature _____ Date _____

Signed and dated when all of the enrollment information has been provided