



REGISTRATION CHECKLIST

To register/enroll your child(ren) in the Twinsburg City School District you must begin with the online registration first. Use this checklist to gather the appropriate documentation for your registration appointment. Parent(s)/Legal Guardian(s) must appear in person to complete the registration and provide the required documents.

Kindergarten Eligibility: Ohio law requires that all children complete a formal kindergarten program. Children who are five years old on or before August 1st are eligible to attend Kindergarten. Children who turn five between August 2nd and December 31st may be evaluated by the District for Early Entrance, if requested by the parent(s)/guardian, prior to the beginning of the school year. If you are interested in Early Entrance Screening, please call the Pupil Services Department at 330.486.2091 for more information.

☐ **BIRTH DOCUMENTATION** – Please provide one of the following:

- ☐ Original or Certified Copy of Birth or Adoption Documentation ☐ Passport

☐ **CUSTODY PAPERS, IF APPLICABLE** (full originals with court stamp):

- ☐ Guardianship ☐ Journal Entry granting Custody ☐ Divorce Decree/Shared Parenting Agreement
☐ Grandparent Power of Attorney (*must be filed with the Courts and stamped with the filing date*)

☐ **MEDICAL INFORMATION** – Please provide the following:

- ☐ Immunization Records ☐ Authorization to Disclose Immunization Information (Form from ODH)
 Preschool/Kindergarten Only: ☐ Physical Form ☐ Dental Form

☐ **PARENT/GUARDIAN IDENTIFICATION**

- ☐ Ohio Valid Driver's License or State ID with Current Address is **REQUIRED**

☐ **SCHOOL RECORDS** – Please provide one of the following:

- ☐ Request for Transfer of School Records (Form R5) ☐ Latest Report card or Progress Report
☐ Home Schooling Documentation ☐ IEP/ETR/MFE/504 if applicable

Parents and/or legal guardians must reside within the Twinsburg City School District for their children to attend Twinsburg Schools. The school attendance laws of the State of Ohio are strictly enforced. Please call the Business Manager, at the Board of Education Office (330.486.2003) if you are unsure whether your child is eligible to register in the Twinsburg City School District.

☐ **PROOFS OF RESIDENCY** – Parent(s)/Guardian(s) **MUST** provide ALL of the following. **FORMS LISTED ARE THE ONLY FORMS THAT WILL BE ACCEPTED (NO EXCEPTIONS WILL BE MADE):**

- ☐ Residency and Custody Affidavit (Form R2) – can be notarized at registration appointment
- ☐ Proof of Ownership:
- For current Home Owners: Please provide the Property Deed – available online: <http://fiscaloffice.summitoh.net>
 - For a Pending Home Purchase/New Home Construction: Please provide a signed Purchase Agreement and the New Home Construction/Pending Purchase (Form R9) – must be signed and notarized
 - For Renters: must provide a current signed rental or lease agreement where the Parent(s)/Guardian(s) and student(s) are named as occupants AND the Renter Authorization for Release of Information (Form R4)
- ☐ **TWO (2)** of the following documents – must be dated within the current month and in the name of the Parent(s)/ Guardian(s): Utility Bill (Gas, Electric, Sewer, or Cable/Internet bill – cannot be a disconnection notice), Home/Apartment Insurance Declaration, Municipal Income Tax Bill, Section 8 Documentation
- ➔ BANK STATEMENTS, CREDIT CARD STATEMENTS OR ANY BILL OTHER THAN A UTILITY BILL ➔
 WILL NOT BE ACCEPTED (NO EXCEPTION WILL BE MADE)**

IF REGISTERING FAMILY IS RESIDING WITH ANOTHER TWINSBURG RESIDENT, THE FOLLOWING MUST BE PROVIDED IN ADDITION TO THE ABOVE:

- **Owner Affidavit of Residency (Form R3)** must be completed by the Property Owner and Notarized. The Twinsburg resident must also provide a property deed, along with two residency proofs (as listed above) and their current Ohio Driver's License.

IF YOU ARE RESIDING WITH ANOTHER FAMILY WHO IS RENTING/LEASING YOU AND YOUR CHILD MUST BE LISTED AS OCCUPANTS ON THE LEASE.