

NEW STUDENT REGISTRATION

Call Carla to make an appointment

Appointment Date _____ Time _____

Required Documents:

1. Birth Certification

- a. Transcript of certificate of birth
- b. Transcript of hospital record
- c. Passport

2. Photo I.D. of Custodial Parent

3. Proof of Residency – Must provide 2 forms

All must show Parent/Guardian name & current address in Eaton School District

- a. Voter Registration
- b. Valid Ohio Driver's License
- c. Change of address form date stamped by post office
- d. Utility Bill/current month
- e. Lease agreement
- f. Rent Receipt/current month (must show tenants name, current address, landlord name & phone number)
- g. Address verification letter (employer, shelter)
- h. Paystub/current month

4. Custody Paper/Protection Orders (if applicable)

- a. Official Court Document
- b. Must be signed by a judge and file stamped

5. Immunization/Health Records – we can request from previous school

6. Previous School Records

- a. Previous school name, address & phone number
- b. Copy of most recent grades or last report card
- c. All other records will be requested from previous school

7. Special Education

- a. IEP/ETR
- b. 504 Plan