

**Medina City School District**  
**REGISTRATION DOCUMENT CHECKLIST**

You must submit one document for each of the numbered categories below.

**PLEASE NOTE: If a document for a category is more than 4 pages long, it must be submitted as a single PDF document.**

If you want us to scan a large document for you, please call 330-636-3100 or email [registration@medinabees.org](mailto:registration@medinabees.org)

**1. PROOF OF AGE - Provide one (1) of the following documents:**

- Original birth record
- Baptismal or church certificate (notarized/certified, listing parents and date of birth)
- Hospital certificate
- Valid passport

**2. PROOF OF RESIDENCY - Provide one (1) of the following documents:**

**Any document submitted must show the name of at least one of the child's parents/guardians, a current date (within 90 days), and the full property address.**

- **ALL PAGES of a Current Utility Bill** showing the 'service' or 'bill for' address
- **(WE CANNOT ACCEPT: cell phone bills, coupon stubs, credit card statements, disconnect notices, mailing labels, or personal banking statements)**
- Mortgage Contract
- Purchase Contract (including date of possession with signatures)
- **ALL PAGES of a Current Lease Agreement with signatures**
- Mortgage statement that provides property description
- Current Insurance statement on dwelling (Homeowners or Renters Insurance)
- Notarized Residency Affidavit for those who are residing with someone else and do not have any of the approved documents in their own name **PLUS** all pages of a current utility bill in the name of the owner/lessee. [RESIDENCY AFFIDAVIT](#)

**3. PERSONAL PICTURE IDENTIFICATION:**

Driver's license of the Parent/Guardian who is registering the student.

**4. IMMUNIZATION RECORDS - Provide one (1) of the following documents:**

- Official state immunization form or printout from My Chart
- Written statement by a physician stating that the physical condition of the child warrants medical exemption from vaccinations.
- Written statement signed by parent/guardian that the child's religious denomination opposes tests and vaccinations.

5. CUSTODY / GUARDIANSHIP (if applicable)

**If the student is NOT living with both natural or adoptive parents**, a court-stamped copy of the most current Court Order Establishing Custody or Guardianship from Domestic Relations Court, Probate Court, Juvenile Court or any other Court of competent jurisdiction which has issued an order regarding the custody of child(ren) being registered **is required**.

- Final Judgment - Must be Court Stamped
- Grandparent Power of Attorney
- Notarized Custody Affidavit (email [registration@medinabees.org](mailto:registration@medinabees.org) for details)

6. If your student has received Special Services:

Upload ETR / MFE / IEP / 504 or Gifted Identification Documents

7. The following information is required for proper class placement/scheduling:

- Standardized Test Scores
- Grades K-8: Copy of Last Report Card
- Grades 9-12: Unofficial Transcript

Thank you.

REGISTRATION  
Medina City Schools  
739 Weymouth Road  
Medina, OH 44256

[registration@medinabees.org](mailto:registration@medinabees.org)

330-636-3100