

## Medina City School District Registration Document Checklist

Documents required when registering a student:

A student may not be registered until all documentation has been submitted.

1. Proof of age - one (1) of the following documents:

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

2. Immunization Records - one (1) of the following documents:

- Official state immunization form or print out 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.

3. Personal Picture Identification of Parent/Guardian registering student (driver's license)

4. Custody/Guardianship

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

- Final Judgment-Court Stamped
- Grandparent Power of Attorney-Court Stamped
- Notarized Custody Affidavit (call office for details)

5. Proof of residency - 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.

- Current Utility Bill (Electric, Gas, Water/Sewer showing the "Service Address")  
(We cannot accept cell phone bills.)
- Mortgage Contract
- Purchase Contract (including date of possession)
- Lease Agreement
- 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. [Residency Affidavit](#)**

**The following information is required for proper class placement and scheduling.**

- **Copy of Last Report (K-8) or Unofficial Transcript (9-12)**
- **Standardized Test Scores**

**If your child has been previously identified as gifted, or has ever received special education services, please supply copies of supporting documentation. These items include copies of your child's most recent IEP, ETR, or gifted identification documents.**

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