



Garfield Heights City Schools
5640 Briarcliff Drive
Garfield Heights, Oh 44125
Phone 216-475-8100 Fax 216-475-8296
By appointment ONLY

Checklist for Registration

Enclosed are the forms that need to be completely filled out and signed before your scheduled appointment time. Please refer to the registration requirements. **ALL** student information, school information, parent identification and proof of residency **MUST** be provided at the time of registration. Please bring **all original documents** (photo copies not accepted)

The following items are required for each student you are enrolling:

Student Name: _____ **Grade:** _____

Birth Certificate

In the form of:

- Original
- Certified Copy
- Passport (in lieu of)

Custody Papers (originals with court stamp)

In the form of:

- Guardianship
- Divorce Decree/Shared Parenting Agreement (if appropriate)
- Grandparent Power of Attorney
- Custody
- Journal Entry
- Caretaker Affidavit

Medical Information

In the form of:

- Immunization Records
- Physical Form

Parent/Guardian Identification

In the form of:

- Ohio Drivers License or State ID
- Social Worker ID

School Records

In the form of:

- Withdrawal Slip
- Last Report Card/Grades in Progress
- Transcripts (high school only)
- Home Schooling Documentation
- State Testing Information
- IEP/ETR/MFE (if applicable)
- 504 Plan
- Other:

Proofs of Residency – A Notarized Residency Affidavit is required for all, In addition to:

In the form of:

Home Owners' Mortgage / Lease

- Mortgage Coupon Book
- Pay Statement
- Deed / Title
- Lease
- Section 8 Document

Living with a Family Member

- Home Owner's Mortgage Information
- Owner's Affidavit (MUST BE NOTARIZED)
- Business Mail (2 required) Must be within the last 30 days
- Parent Affidavit (MUST BE NOTARIZED)

Mortgage / Lease Required Residency:

Utility Bill – 1 required - (gas, electric, phone, cell phone) Must be within the last 30 days

Business Letter – 1 required (**Must be within the last 30 days**) i.e. Doctors, lawyers, medical, hospital, bank, credit card, insurance, governments, car loans, student loans, pay stubs, voter registration. **(*2 letters might be required)**
(NO PERSONAL OR JUNK MAIL WILL BE ACCEPTED)

Lease: **ALL** children **MUST** be listed on the lease from landlord. / Apartment management rental permit: Must be provided from landlord.

Other Documentation (Optional)

In the form of:

- Social Security Card
- Social Security Number

Directions to the Board of Education

Take Turney Rd. and go West on Maple Leaf Dr. (Maple Leaf School is on the corner of Turney Rd. and Maple Leaf Dr.) Go past the Middle School, there will be a fork in the road, stay to your left. Maple Leaf Dr. becomes Briarcliff Dr. The fence is the beginning of the Board of Education property. The Registration office is at Entrance A.