



## GARFIELD HEIGHTS CITY SCHOOL DISTRICT

5640 Briarcliff Dr  
Garfield Hts, OH 44125

Dear Parent/Guardian,

We are pleased you have chosen to educate your child in the Garfield Heights City School District. The Pupil Services Department will assist your family in the registration process. Only parents, legal guardians, and legal custodians may register children for school.

The registration process begins with our online registration. Log on to [garfieldheightscityschools.com](http://garfieldheightscityschools.com), click on the Parents tab, then on Registration. After all the information is filled out online and submitted, you will then call 216-475-8100 to schedule an appointment. **ALL** student information, school information, parent identification and proof of residency **MUST** be provided at the registration appointment. Please refer to the **Registration Checklist** on page 2.

**PLEASE NOTE:** You will be asked to reschedule your appointment, if you do not have all the documents and the online registration is not completed at the time of your appointment. Registration times fill quickly. If you are unable to make your scheduled appointment on time, you may be asked to reschedule.

**All registrations are to be completed in person at the:**

Garfield Heights Board of Education  
5640 Briarcliff Dr  
Garfield Hts, OH 44125  
216-475-8100

### **DIRECTIONS**

Take Turney Rd and head WEST on Maple Leaf Dr (Maple Leaf Elementary is on the corner)  
Pass the Garfield Hts Middle School, there will be a fork in the road, stay to your left. Maple Leaf Dr turns into Briarcliff Dr, the Garfield Hts Board of Education will be on your left.  
The Registration Office will be located in Building A.



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### Registration Checklist

**Registration is by appointment only. PLEASE CALL 216-475-8100 to schedule the appointment.**

#### The following items are required at your scheduled appointment:

##### **Proof of Birth** (One of the following):

- Original Birth Certificate or Certified Copy (NO PHOTO COPIES OR BIRTH LETTERS)

##### **Parent/Guardian Identification** (One of the following):

- Driver's License/State ID
- Work Photo ID
- Passport

##### **Custody Papers – Finalized with court stamp** (if applicable):

- Divorce Decree
- Guardianship or Custody
- Grandparent Power of Attorney
- Journal Entry – Case Worker (must have district of responsibility listed in the document)

##### **Immunization Records – required for all students**

(Kindergarten and Preschool students MUST have a Physical also)

##### **School Records** (1<sup>st</sup> gr – 12<sup>th</sup> gr)

- Last report card / Grades in Progress / Withdrawal Grades
- Official Transcripts (High School Students)
- Test Scores: State and Standardized

##### **Special Education Students**

- IEP AND ETR (current copies-not expired)
- 504 Plan (current copy)

##### **Proof of Residency:** *A, B and C must be brought in to your appointment*

- A. One (1) of the following with your name and address:
  - Current signed lease (rent receipts are not acceptable)
  - Proof of home ownership (Ex: settlement statement, deed or mortgage statement)
- B. Two (2) of the following examples with your name and address: (ALL MAIL MUST BE DATED WITHIN 30 DAYS OF THE REGISTRATION APPOINTMENT)
  - Utility bill
  - Bank statement
  - Insurance bill
  - Other business mail (no junk mail)
- C. Residency and Custody Affidavit – must be notarized (print form from our website)

#### \*\*\*Please note: If you are residing with a

- **Homeowner:** The homeowner must fill out the Owner's Affidavit and have it notarized (located on our website under Forms and Links) also provide proof of ownership (mortgage, deed, etc)
- **Renter:** The homeowner/landlord must write a notarized letter (or Owner's Affidavit) stating that you and your child are living with the renter on the lease, or you and your child's name must be added as occupants to the lease

##### **AND**

- Provide two(2) additional proofs with your name and current address: Ex: USPS change of address, tax statement, bank statement, insurance bill, pay check stub, other business mail (Dated within 30 days of the registration appointment)