

<b>ENROLLMENT CHECKLIST for Parents</b>
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**All required documents must be provided at registration.**

	<b>Proof of Residency</b> 1 - If <i>home owner</i> - mortgage coupon/statement that includes the name of the legal guardian, CW address, and a current date 2 - If <i>renting</i> – a current lease that includes the names of all residents and is <u>signed</u> by the rental agent/landlord, and includes address & phone number of the landlord
	<b>Custody Papers</b> – if applicable to your family
	<b>Parent/legal guardian’s driver’s license or photo ID</b>
	<b>Certified Copy of the student’s Birth Certificate</b> (we make copies, but need to see it)
	<b>Student’s Social Security Card or number</b>
	<b>Student’s Immunization Records</b>
	<b>Special Education Records</b> (if applicable)
	<b>Latest grade card</b>

**ALL forms included in the enrollment packet must be completed and signed by the student’s parent/legal guardian, as follows:**

	Student Registration Form
	Residency Verification Form (including required documentation)
	Custody Confirmation (including required court documents, if applicable)
	Health Information Form (A physical form signed by the physician is required for Kindergarten & Pre-School)
	Request for Student Records
	Bus Application
	Home Language Form (ELL)
	Student Information/Emergency Medical Authorization (only after school begins)
	Primary Contact Information (summer enrollment)

***Additional forms may be needed if any of the following situations exist:***

	<i>Foster Child Form and documentation</i> (including magistrates decision and school district of financial responsibility)
	<i>Friends &amp; Family Residence</i> (if parent and child are residing with another family and the lease or home ownership is not in the parent/legal guardian’s name)
	<i>Medication or Treatment Authorization</i> (if student requires medication to be administered during the school day)
	<i>Free or Reduced Meals Application</i> (may require documentation - must allow time for processing before it is effective)

Thank you for your cooperation with our enrollment process. It is the first step for a successful school year at Canal Winchester Schools.

Barbara Millington,  
District Registrar

614-920-2600