REGISTRATION CHECK LIST

EAST KNOX LOCAL SCHOOL DISTRICT
23201 COSHOCTON ROAD, HOWARD, OH 43028

Grade Level __________ for School Year: ____________________

CHILD’S LEGAL NAME___________________________________________

SCHOOL CHILD LAST ATTENDED __________________________________

DATE CHILD WITHDREW FROM PREVIOUSLY ATTENDED SCHOOL____________

DOCUMENTS REQUIRED AT THE TIME OF STUDENT REGISTRATION

☐ BIRTH CERTIFICATE
☐ IMMUNIZATION RECORDS
☐ SOCIAL SECURITY CARD (COPY)
☐ SPECIAL EDUCATION PROGRAM (IEP, MFE, 504)
☐ CUSTODY PAPERS/COURT PAPERS (COPY)
☐ FOSTER PAPERWORK (COPY)
☐ DOCUMENTATION OF RESIDENCE FOR BIOLOGICAL PARENT
☐ TESTING SCORES
☐ SCHOOL RECORDS REQUESTED—DATE: __________________________

☐ CONTACT TRANSPORTATION FOR VERIFICATION OF DISTRICT RESIDENCE/PROOF OF RESIDENCY

FOSTER STUDENTS:

CASE WORKER’S NAME __________________________ PHONE NUMBER __________________________

NAME OF AGENCY ___________________________________________________________

CASE WORKER’S OFFICE ADDRESS ________________________________________________

SIGNATURE OF PERSON COMPLETING REGISTRATION CHECK LIST __________________________

For office use only, copies to the following:

☐ EMIS with copy of B. C.
☐ Guidance Counselor  (HS only)
☐ Student Services, List of services, (IEP, 504, MFE)
☐ Cafe for F/R lunches
☐ Nurse
☐ Building Secretary
☐ Transportation
☐ Athletic Director—H.S. students only

Registration Check List 5/11/2015