

**East Knox High School (7-12)**

23227 Coshocton Road

Howard, Ohio 43028

Phone: 740-599-7000 x2002

Fax: 740-599-2922 Jr./Sr. HS Main Office

Fax: 740-599-6815 Jr./Sr. HS Guidance

**East Knox Local School District**

23201 Coshocton Road

Howard, Ohio 43028

Phone: 740-599-7000 x1002

Fax: 740-599-5863 District

**East Knox Elementary School (K-6)**

23081 Coshocton Road

Howard, Ohio 43028

Phone: 740-599-7000 x3002

Fax: 740-599-6397

**REGISTRATION CHECK LIST & REQUIRED DOCUMENTATION**

Parent(s)/Guardian(s):

After you complete the registration online you will be contacted, at some point (be patient), by an East Knox Secretary to schedule a time for you to drop off the documentation needed (listed below).

CHILD'S LEGAL NAME \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_ FOR SCHOOL YEAR: \_\_\_\_\_

NAME/DISTRICT AND PHONE NUMBER OF LAST SCHOOL ATTENDED: \_\_\_\_\_

DATE CHILD WITHDREW FROM PREVIOUSLY ATTENDED SCHOOL \_\_\_\_\_

DOCUMENTS REQUIRED AT THE SCHEDULED TIME OF PAPERWORK DROP OFF:

- BIRTH CERTIFICATE (NOT HOSPITAL COPY)
- IMMUNIZATION RECORDS (SHOT RECORD)
- PARENT/CUSTODIAN—DRIVER'S LICENSE
- GRADE CARD/REPORT – MOST RECENT
- SCHOOL RECORDS REQUESTED—DATE: \_\_\_\_\_
- SPECIAL EDUCATION PROGRAM (IEP, MFE, ETR, 504)
- CUSTODY PAPERS/COURT PAPERS-CURRENT (IF APPLICABLE)
- FOSTER PAPERWORK (IF APPLICABLE)
- PROOF AND VERIFICATION OF STUDENT RESIDENCY **\*\*\*PLEASE SEE BELOW FOR ACCEPTABLE DOCUMENTS\*\*\***
- CONTACT TRANSPORTATION FOR VERIFICATION OF DISTRICT RESIDENCE/PROOF OF RESIDENCY

For office use only:

\_\_\_\_ EMIS with copy of B.C.

\_\_\_\_ Guidance Counselor (HS only)

\_\_\_\_ Student Services, list of services (IEP...etc.)

\_\_\_\_ Cafe for F/R lunches

\_\_\_\_ Nurse

\_\_\_\_ Building Secretary

\_\_\_\_ Transportation

\_\_\_\_ Athletic Directory-H.S. only

**\*\*OHIO REVISED CODE, SECTION 3314.11 VERIFICATION OF RESIDENCY, EFFECTIVE: SEPTEMBER 28, 2018:**

- (E) FOR PURPOSE OF THIS SECTION, THE FOLLOWING DOCUMENTS MAY SERVE AS EVIDENCE OF PRIMARY RESIDENCE:
  - A DEED, MORTGAGE, LEASE, CURRENT HOME OWNER'S OR RENTER'S INSURANCE DECLARATION PAGE, OR CURRENT REAL PROPERTY TAX BILL;
  - A UTILITY BILL OR RECEIPT OF UTILITY INSTALLATION ISSUED WITHIN NINETY DAYS OF ENROLLMENT;
  - A PAYCHECK OR PAY-STUB ISSUED TO THE PARENT OR STUDENT WITHIN NINETY DAYS OF THE DATE OF ENROLLMENT THAT INCLUDES THE ADDRESS OF THE PARENT'S OR STUDENT'S PRIMARY RESIDENCE;
  - THE MOST CURRENT AVAILABLE BANK STATEMENT ISSUED TO THE PARENT OR STUDENT THAT INCLUDES THE ADDRESS OF THE PARENT'S OR STUDENT'S PRIMARY RESIDENCE;
  - ANY OTHER OFFICIAL DOCUMENT ISSUED TO THE PARENT OR STUDENT THAT INCLUDED THE ADDRESS OF THE PARENT'S OR STUDENT'S PRIMARY RESIDENCE. THE SUPERINTENDENT OF PUBLIC INSTRUCTION SHALL DEVELOP GUIDELINES FOR DETERMINING WHAT QUALIFIES AS AN "OFFICIAL DOCUMENT" UNDER THIS DIVISION.

**FOSTER STUDENTS:**

CASE WORKER'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

NAME OF AGENCY \_\_\_\_\_

CASE WORKER'S OFFICE ADDRESS \_\_\_\_\_

SIGNATURE OF PERSON COMPLETING REGISTRATION CHECK LIST \_\_\_\_\_