



**GREENON LOCAL SCHOOL DISTRICT  
RECORDS REQUIRED TO ENROLL**

The following is a list of documentation a parent or guardian must provide to the school when enrolling a student to comply with Board of Education policy, Ohio Revised Code, and the Federal Missing Children’s Act. This information must be provided even if the previous school has it on file.

**BIRTH CERTIFICATE**    RECEIVED    NOT RECEIVED

Ohio Revised Code 3313.672 requires a certified birth certificate be provided to the school within 14 days of entry. *The Missing Children’s Act requires school officials to immediately report to local law enforcement any child without proper documentation within the 14 days as a possible missing child.*

Ohio Revised Code 3313.672 also provides that the following will be accepted in lieu of a certified birth certificate: a passport, an attested transcript of the birth certificate, an attested transcript of the baptism or similar record, an attested transcript of a hospital record or birth affidavit so long as these show place and date of birth.

**PROOF OF RESIDENCY**    RECEIVED    NOT RECEIVED

A rent receipt, utility bill, deed, etc. with name of custodial parent/guardian and correct address. *If the child enrolling is not a resident of Greenon Local Schools and prior arrangements have not been made with the resident district and the Greenon Board of Education, retroactive tuition will be charged to the Parent/Guardian at the current daily rate upon discovery of the non-residential situation.*

**CUSTODY PAPERS**    RECEIVED    NOT RECEIVED     NOT APPLICABLE

Ohio Revised Code 2151.011 requires custody papers be provided to the school within 14 days if custody has been established. If custody has not been assigned, proof that custody has been initiated must be provided by the 14<sup>th</sup> day of school. This documentation **must** include a signature from a judge. *If final custody papers are not provided by the 60<sup>th</sup> day of school, the student will no longer be permitted to attend school until proper documentation is provided and local law enforcement will be contacted.*

**HEALTH RECORDS**    RECEIVED    NOT RECEIVED

Ohio Revised Code 3313.671 requires health records be provided to the school within 14 days of entry. *If not provided by the 14<sup>th</sup> day, the student will not be permitted to attend school until the health records are provided.*

**\*GRADE CARD (Previous School)**    RECEIVED    NOT RECEIVED

\*This is optional. Previous school information may help in determining the appropriate schedule for the student if received prior to the student’s first day of attendance.

**Documentation indicated above is due to the School Office by:** \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

*I acknowledge that failure to comply with these documentation requirements will result in exclusion from school activities and possible notification of local law enforcement.*

Parent/ Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

