

Logan Elm Local Schools Enrollment Checklist

1. Birth Certificate

- Original or Certified copy from Dept of Health or Vital Statistics
(Hospital “Birth Certificates” are not accepted—these are the “footprints” or other documents that have information written by parents.)

2. Immunization Record

3. Student’s Social Security Card

4. Parent Identification—Driver’s License, State Photo ID, or Passport

5. Proof of Residency

- Signed Rental Agreement
- Rent Receipt with address
- Mortgage documents
- Deed
- Property tax statement
- Utility Bill showing service address (does not include bills mailed to address that do not relate to utilities such as credit card statements, medical bills, etc).
- If living with someone else:
 - a) Letter from owner/renter of home and proof of residency for owner/renter.
 - b) May also ask for proof of change of address from Post Office or Voter Registration change showing new address.
- If homeless, enroll the student and contact Amy Colburn.

6. Custody Papers (if applicable)

- Parents are married or informally separated—no custody papers required
- Parents were never married-- Mother has sole custody unless a custody arrangement was issued by a court. *This applies even if Father is named on birth certificate.*
- Parents are legally separated—a Temporary Custody from the courts
- Parents are divorced—court documents must show enrolling parent as “custodial” or “residential parent.” *(Shared parenting agreements should list enrolling parent as “residential parent for school enrollment purposes”.)*
- Guardianship—must be signed by judge
- Grandparent Power of Attorney—Grandparent Affidavit/POA must be notarized and stamped as “filed” by a Juvenile Court.
- Foster/Court Placed—all three conditions must be met to enroll:
 - a) Court document showing who/what agency has custody of child.
 - b) Letter from custodial agency indicating placement with foster parent/relative.
 - c) Court document (journal entry) showing what school district is responsible.