

Maumee City Schools New Student Enrollment Procedures

Important: *A student may be enrolled ONLY by their custodial parent/legal guardian, who must present all the required documentation listed below. The school official registering the student will make copies of all documents presented.*

The following documents are required in order to enroll child in school:

1. Photo identification of parent/legal guardian (driver's license, state ID, passport, military ID)
2. Two current documents showing proof of residency (one from A List and one from B List)

A List: Mortgage Statement/Purchase Agreement/Tax Bill **OR** if subleasing see * below

AND

B List: Utility bill **OR** homeowners/renters insurance policy **OR** official document which displays parent/legal guardian name and address within the Maumee City School District boundaries. This must be an original document (Photocopies will not be accepted.) Cell phone bills do not qualify as a utility bill. (Account # may be redacted by homeowner if requested before copy is made.)

* Parent/legal guardian's name must appear on the lease **OR** landlord must provide signed & dated documentation that he/she knows that the property is being lived in by the parent/legal guardian. Contact phone number and address for landlord must be included in the documentation. (Obtain LANDLORD ACKNOWLEDGEMENT form from a school office.)

3. Completed "Affidavit of Current Residency" form (If necessary, this will be completed at your enrollment appointment.)
4. Child's birth certificate (Original)
5. Child's Social Security card (Optional)
6. Proof of custody, when applicable. This must include the entire court document, stamped and signed by a judge/magistrate.
 - If the mother has remarried, she must provide a copy of her marriage certificate or other documentation showing her name change (e.g., driver's license).
 - If one of the parents is deceased, a death certificate or other official document is required.
 - If the natural parents of the child never married and custody of the child has never been established by a court, the parent must complete and have notarized an Unmarried Parent Affidavit. (Available from the school office.)
7. Health records (immunization records) must be received within **14** days of enrollment. The new school can send for these records from the former school.
8. Students in grades 7-12 who have earned high school credit(s) must provide an unofficial transcript and current schedule at the enrollment appointment.
9. A child who is on an IEP should provide the most recent IEP and ETR at the enrollment appointment.
10. If a student has a 504 plan, the plan should be provided at the enrollment appointment.

IMPORTANT NOTES:

Until age 23, a student must attend school in the district where the custodial parent resides. A student 18 or older, not living with a parent, must have his/her name on a lease agreement and a current paycheck stub proving that he/she is totally self-supporting.

If a grandparent is the full-time caregiver of their grandchild, but does not have legal custody, a childcare power of attorney/affidavit will be necessary. The power of attorney/affidavit must be notarized and filed with the court. This information may be obtained from Lucas County and the contact information is below.

If you are building a home and it will not be completed by the first day of school; you must submit the following documents if you wish to enroll your child in Maumee City Schools:

- A. A copy of your Builder's Agreement showing the address of your new home. (You may block out financial information.)
- B. A letter from your builder, on official letterhead, stating that your home is under construction, address of new house, and that you will be able to occupy the house within 90 days of the first day of school.
- C. A letter from you, stating that you will provide transportation for your child to and from school until you move into your home.
- D. Items 1–10 above

The Maumee City School District enrollment procedure as listed above has been established to ensure compliance with child safety and school attendance laws. If you have any questions about this information, please call 419-720-3260.

To obtain a copy of your child's BIRTH CERTIFICATE, please contact:

Vital Records
Toledo-Lucas County Health Department
635 N. Erie St.
Toledo, OH 43604
419-213-4100 ext. 6
The Toledo Lucas County Health Department now provides certified copies of birth certificates for any person who was born in the State of Ohio.

To obtain a SOCIAL SECURITY CARD, please contact:

The Social Security Department website at <http://www.socialsecurity.gov/ssnumber/> or call 1-800-772-1213.

To obtain more information about GRANDPARENT POWER OF ATTORNEY/CARETAKER AUTHORIZATION AFFIDAVIT, please contact:

Lucas County Juvenile Court
1801 Spielbusch Ave.
Toledo, OH 43604
419-213-6722

Forms are available in the school office. (Neola forms 5111-F7 & 5111-F8.)