

**Department of Pupil Services
Warrensville Heights Middle School
4285 Warrensville Center Road, Warrensville Heights, Ohio 44128
Phone (216) 336-6584 or (216) 336-6587**

REGISTRATION CHECKLIST

Our Registration Application is On Line at www.warrensville.k12.oh.us
Click Parents - Click Enrollment and begin the registration application

Please remember to (1) click the **Red Submit button** to complete the application process; and (2), call the office to schedule an appointment to come in and bring the following documentation.

SPECIAL NOTE: Your appointment will be rescheduled if you do not have ALL required documents

The following items are required for each student. You must have ALL of the required documentation at the time of your appointment.

1. Original Birth Certificate; Certified Copy of Birth Certificate; or Passport;
2. Custody Papers (originals with court stamp) to include: Guardianship; Divorce Decree/Shared Parenting Agreement; Grandparent Affidavit
3. Medical Information:
 - PreK Students: Immunization Records; PreK Physical; Dental Exam
 - Kindergarten: Kindergarten Physical and Immunization
 - Grades 1st – 12th: Immunization
4. Parent/Guardian Identification: Ohio Driver's License or State ID with current address; Social Worker ID; Foster Parent ID
5. School Records
 - Withdrawal Slip (from previous school); Assessment Scores; Last Report Card/Grades in Progress; IEP/ETR (if applicable), 504 Plan – Current; Transcripts (High School only); Home Schooling Documentation
 - **All students entering 4th grade will need a copy of their Third Grade Reading Guarantee scores from previous school (No exceptions)**
6. Proof(s) of Residency:
 - **CATEGORY I: ONE(1) OF THE FOLLOWING:** Home Owner's Warranty Deed; Section 8 HUD Housing Assistance Payment Contract (HAP) with Owner/Property Manager's Telephone Number or Email Address; Valid Signed Lease Agreement with Owner/Property Manager's Telephone Number or Email Address; Affidavit of Residency (MUST be accompanied by Occupancy Permit and Dual Residency Form)
 - **Category II: TWO(2) OF THE FOLLOWING with current address¹ (within last 30 days prior to registration):** Utility Bills (gas, electric, water, sewer, internet or cable, house phone); Voter's registration card; Auto, Home or Renter's Insurance Declaration Page; Vehicle Registration; Pay Check Stub; Bank Statement; Internal Revenue Services (IRS: IRS W-2, 941, 1040, 1098-T, 1099-MISC); Medicare (no second party vendors); Social Security Notifications an Explanation of Benefits; Collections Notices from a governmental entity – city, state, federal

¹ PO Boxes not acceptable