

NORTH BALTIMORE LOCAL SCHOOLS ENROLLMENT REQUIREMENTS/PROCEDURES

Welcome to North Baltimore Locals Schools!

We hope the experiences of your child will be happy and productive. When you have the following documentation, please call Mrs. Dale Schwab at 257-3464 to setup an appointment for registration.

In complying with the legal requirements established by Ohio law, the Ohio Revised Code and the Missing Children's Act, along with the North Baltimore Local Board of Education, the following information and documentation is required for your child to be enrolled here at North Baltimore Local Schools.

_____ **Official Birth Certificate** (original document registered with the Bureau of Vital Statistics - raised seal)

If you do not have an original you may obtain a copy from the Bureau of Vital Statistics in the county in which they were born.

_____ **Social Security Card**

If you need to obtain a card, you can contact the Social Security Office.

_____ **Custody Papers** (if child is NOT living with **BOTH** biological parents)

A copy of the **Entry of Judgment containing file/date stamp, pages stating legal residential parent and judge/magistrate's signature**. If legal custody has not been established, the petitioner has sixty (60) days from the time of enrollment to produce a Journal Entry of Judgment establishing custody proceedings. To allow the child to start at North Baltimore Local Schools during this waiting period, **we will need a notarized Seeking Custody Verification Form**.

_____ **Proof of Residency**

You must provide any **TWO** of the following dated within the last 30 days

- Utility Bill (gas, electric)
- Purchase agreement (utility bill must be presented within 60 days)
- Current lease agreement (utility bill must be presented within 30 days)
- Building Permit (occupancy within 90 days)
- Voter Registration Card
- Residency Verification Form (notarized statement for those living as guests of a North Baltimore Resident). Completion of this form along with proof of residency from the North Baltimore Resident is required.

_____ **School Records** (needed for scheduling of correct classes)

Academic records (transcript of earned credits, current classes with withdrawal grades)

Health records - current immunization IEP (Individual Education Plan)

Special Education records (if applicable) MFE (Multi-factored Evaluation)