

Registration Checklist

The following items are necessary for each new student you are enrolling:

- **Birth Certificate**

In the form of: (Please provide 1 or more of the following)

- Original (PREFERRED)/Certified Copy
- Passport

- **Social Security Card**

- **Custody Papers (originals with court stamp) and notarized [Solon Schools Custody Form](#)**

In the form of: (If applicable)

- Guardianship
- Custody
- Divorce
- Journal Entry

- **Medical Information**

In the form of:

- Student Medical Form/Immunization Records

- **Parent/Guardian Identification**

In the form of: (Please provide 1 of the following)

- Ohio Driver's License or State ID
- Passport
- Social Worker ID

- **School Records (If applicable) [Solon Schools Release of Student Records Form](#)**

In the form of:

- Withdrawal Slip
- State Testing Information
- Last Report Card/Grades in Progress
- IEP/ETR/MFE (if applicable)
- Transcripts (high school only)
- 504 Plan
- Home Schooling Documentation
- Written Education Plan (WEP) – with date of gifted identification

- **Proofs of Residency:**

Bring **completed** and **notarized** [Residence Affidavit Form](#)

AND

Residence verification must be brought and presented to the Solon Schools' REGISTRAR at the time of registration as follows:

If you are the owner of the dwelling, any one (1) of the following items listed below is acceptable:

- Purchase/Construction Contract
- Property Tax Bill
- Home Mortgage Coupon
- Deed

(Real Estate Property Information can be obtained from: <https://myplace.cuyahogacounty.us/>)

If you are the **tenant** of the dwelling, a copy of your current signed lease agreement is required along with the name, address and phone number of the lessor.

OR

If you **reside with** a resident of Solon City School District, the owner or tenant of the property must ALSO:

- Complete a notarized [Residence Affidavit Form](#)
- Provide one of the above proofs of residence as the property owner OR a signed lease agreement with you as an authorized occupant.

Acceptable proof of residency if you are residing with a resident of the Solon City School District:

- Paycheck Stub with Solon City School District Address
- Bank Statement
- Insurance Statement
- Any type of business mail addressed to parent/guardian - postmarked within 30 days