

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/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**
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 **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 address to parent/guardian - postmarked within 30 days.