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/](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.