

REGISTRATION DOCUMENTS

The following documents **must be provided** at the time of enrollment by the parent/guardian enrolling the student. Furthermore, the staff member registering the student **must initial** the back of the registration form confirming receipt of these documents.

1. **Original Birth Certificate** (we will make our copy from the original.)
2. **Immunization Record**
3. **Residency Documentation:** strictly adhere to the following:
 - a) **Homeowner** – If the parent(s) is the homeowner the following document is required:
 - A utility bill in the name and address of the parent(s).
 - b) **Renting** – If the parent(s) are renting the following documents are required:
 - A lease agreement in the name of the parent(s).
 - A utility bill in the name of the parent(s) with the address of the rental property. If the utilities are paid by the landlord then a cable, satellite dish or land line phone bill may be accepted at the discretion of an administrator.
 - In the event there is no lease agreement, call the owner, verify there is no lease and ask the parent(s) to provide rent receipts and utility bills to you each month.
 - c) **Living with a friend/relative** – If the parent(s) is living with a friend/relative who is a resident the following documents are required:
 - A notarized “Affidavit of Residence” form which is available at all school offices and online at www.riversidelocalschools.com under forms & links.
 - A monthly bill to the parent(s) that is mailed to the notarized address.
 - A utility bill in the name and address of the homeowner.
 - d) **Building a house in the District** – If the parent(s) is in the process of building a house in the District the children may attend school as district residents for up to 90 days prior to moving into the District, provided we have the following documents.
 - A notarized statement explaining the situation, indicating the location of the house being built and stating the parent’(s) intention to reside in said house upon its completion.
 - A written statement from the builder confirming that a new house is being built for the parent(s) and that the house is at the location indicated in the parent’(s) statement and the approximate date the building of the house will be completed.
 - e) **Purchasing a Home in the District** – If the parent(s) is in the process of purchasing a home in the District the children may attend school as district residents for up to 90 days prior to moving into the District, provided we have the following documents:
 - A notarized statement explaining the situation, indicating the location of the house being purchased and stating the parent’(s) intention to reside in said house upon its completion.
 - A written statement from a real estate broker or bank officer confirming that the parent(s) has a contract to purchase the house, that the parent(s) is waiting upon the date of closing of the mortgage loan and that the house is at the location indicated in the parent’(s) statement.
4. **Custody Papers**
 - * The resident parent must be noted in the Custody Papers as being the residential parent in order for the child to attend the district as a resident student; OR
 - * The Custody Papers must state BOTH parents have shared parenting (neither parent is designated as a residential parent). In this case the parents may choose between the districts where the parents reside.
 - * In the event guardianship/custody will be changing to a resident (parent or otherwise) of our District, parent or guardian must provide an Affidavit and Petition from the Court stating the guardianship is changing to a named District resident. Within 60 days of the date of filing said Affidavit and Petition the final guardianship documents issued by the Court must be provided to the registrar.
5. **Special Education or Accommodation documents**
 - * If a student is currently educated with the aid of an IEP a copy of the most current IEP *and* MFE may be provided at the time of enrollment or requested through a release of records.
 - * If a student is currently educated with accommodations from a 504 plan, a current copy of said plan may be provided at the time of enrollment or requested through a release of records.
6. **Academic Records**
 - *The following academic records may be provided at the time of enrollment or requested through a release of records:
 - The student’s last report card.
 - State administered test scores.
 - Transcripts for students in grades 9 through 12.
 - Withdrawal grades for students enrolling after the start of the current school year.