

REGISTRATION CHECK LIST

**EAST KNOX LOCAL SCHOOL DISTRICT
23201 COSHOCTON ROAD, HOWARD, OH 43028**

Grade Level _____ for School Year: _____

For office use only, copies to the following:

- _____ EMIS with copy of B. C.
- _____ Guidance Counselor (HS only)
- _____ Student Services, List of services, (IEP, 504, MFE)
- _____ Cafe for F/R lunches
- _____ Nurse
- _____ Building Secretary
- _____ Transportation
- _____ Athletic Director—H.S. students only

CHILD'S LEGAL NAME _____

SCHOOL CHILD LAST ATTENDED _____

DATE CHILD WITHDREW FROM PREVIOUSLY ATTENDED SCHOOL _____

DOCUMENTS REQUIRED AT THE TIME OF STUDENT REGISTRATION

- BIRTH CERTIFICATE
- IMMUNIZATION RECORDS
- SOCIAL SECURITY CARD (COPY)
- SPECIAL EDUCATION PROGRAM (IEP, MFE, 504)
- CUSTODY PAPERS/COURT PAPERS (COPY)
- FOSTER PAPERWORK (COPY)
- DOCUMENTATION OF RESIDENCE FOR BIOLOGICAL PARENT
- TESTING SCORES
- SCHOOL RECORDS REQUESTED—DATE: _____

- CONTACT TRANSPORTATION FOR VERIFICATION OF DISTRICT RESIDENCE/PROOF OF RESIDENCY

FOSTER STUDENTS:

CASE WORKER'S NAME _____ PHONE NUMBER _____

NAME OF AGENCY _____

CASE WORKER'S OFFICE ADDRESS _____

SIGNATURE OF PERSON COMPLETING REGISTRATION CHECK LIST _____