

**NORTH CANTON CITY SCHOOLS
STUDENT ENROLLMENT GUIDELINES**

In order to enroll your custodial child in the North Canton City Schools, the following requirements must be met and approved by building, district personnel. All information collected, required by Ohio law and/or promulgated under law, will begin in the formation of your child’s North Canton City Schools permanent file.

No student will be enrolled until copies of all necessary and current forms and documents have been provided in a scheduled appointment during regular school hours with a building/ district registrar.

- North Canton City Schools reserves the right to postpone enrolling a student until such time as all documentation, forms and information provided by the custodial parent/ guardian have been verified as true and accurate.
- No tuition student enrollment appointment will be scheduled with the registrar until the tuition application process has been completed and approved by the Superintendent.

PROOF OF RESIDENCY

	1A. <u>If you own your home or residence</u> , submit legal documentation that verifies you own your home of residence (e.g. deed, financial purchase agreement, promissory note, mortgage closing bank statements, etc.) or combination of documents that show proof of a home in the district. Please note that property tax statements alone will not be accepted for this purpose.
	1B. <u>If you rent of lease your place of residence</u> , submit a legal lease/ rental agreement that bears the custodial parent / guardian’s name and address, as well as the landlord’s or rental / leasing agency’s name.
	1C. <u>If you are in the process of building a home of residence</u> , the following submissions are required: <ul style="list-style-type: none"> a) A notarized sworn statement explaining the situation, revealing the location of the house being built, and stating the custodial parent’s intention to reside there upon completion; <i>and</i> b) A notarized statement from the builder confirming that a new home is being built for the custodial parent and that the new house is at the location indicated in the parent’s statement.
	2. <u>All parents/ guardians of enrolling children</u> must complete, sign and date the Verification of Residency form and provide at least <u>two</u> of the following: <ul style="list-style-type: none"> --Gas Bill --Electric Bill --Water and /or Sewer Bill --Property tax statement and / or voter registration card <p style="text-align: center;">(cable or phone bill will not be accepted)</p>
	3. <u>If you will be residing with someone</u> in the North Canton City School District, submit the following: <ul style="list-style-type: none"> a) The district resident’s rental / lease agreement of legal documentation of ownership to the home (<i>see 1A above</i>). b) The completed, signed and dated North Canton City Schools Residency Affidavit of Residency of Owner/ lessor (<i>obtained from the building administrator or registrar</i>).

ENROLLMENT REQUIREMENTS

Children of legal residents will be enrolled in North Canton City Schools when all of the following documents have been submitted and accepted as true and accurate.

	<u>Birth Certificate:</u> A state- issued certified birth certificate (or copy of such if original is not available) must be presented. A copy will be made for school records at time of registration. If enrolling in Kindergarten, the child must be five years old on or before September 30th of the current school year.
	<u>Verified Identification:</u> A copy of the proper photo ID, such as a driver’s license, of the custodial parent / guardian presenting the child for enrollment.
	<u>Student’s Social Security Card:</u> A copy of the child’s social security card will be made for school records.
	<u>Custody Documentation:</u> If applicable, the most recent court orders allocating parental rights and responsibilities of other documents allocating custody or guardianship. This full document must be a certified copy of a judgment entry, court order, or decree signed by a judge and filed with the clerk of courts.

See Reverse for Immunization Requirements Checklist

NORTH CANTON CITY SCHOOLS
IMMUNIZATION REQUIREMENTS FOR FALL 2011

(PLEASE NOTE REQUIREMENTS FOR KINDERGARTEN AND GRADE SEVEN - effective 2010)

Vaccine	Fall 2011
<i>DTap/DTP/DT/Td/Tdap</i> Diphtheria, Tetanus, Pertussis	<i>Kindergarten</i> <ul style="list-style-type: none"> • 5 doses of DTap/DTP/DT, or any combination, if the fourth dose was administered prior to the 4th birthday <i>Grade 1-12</i> <ul style="list-style-type: none"> • 3 -4 doses of DTap/DTP/DT or Td or any combination <i>Grade 7</i> <ul style="list-style-type: none"> • 1 dose of Tdap or Td vaccine must be administered prior to entry
<i>Polio</i>	<i>Kindergarten</i> <ul style="list-style-type: none"> • 4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4th birthday regardless of the number of previous doses. <i>Grades 1 – 12</i> <ul style="list-style-type: none"> • 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.
<i>MMR</i> Measles, Mumps, rubella	<i>K-12</i> <ul style="list-style-type: none"> • 2 doses of MMR • Dose 1 must be administered on or after the first birthday. • Dose 2 must be administered at least 28 days after Dose 1.
<i>Hib</i> Haemophilus Influenzae Type B	<u>Requirement for preschool only</u> <ul style="list-style-type: none"> • 3 or 4 doses depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 months OR • 1 dose if given on or after 15 months of age.
<i>Hep B</i> Hepatitis B	<i>Kindergarten – Grade 12</i> <ul style="list-style-type: none"> • 3 doses of Hep B. The second dose must be administered at least 28 days after the first. • The third dose should be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. • The last dose in the series (3rd or 4th dose) MAY NOT be administered before age 24 weeks.
<i>Varicella</i> Chickenpox	<i>Kindergarten – Grade 1</i> <ul style="list-style-type: none"> • <u>2 doses of varicella MUST be administered prior to entry.</u> <i>Grade 2- 5</i> <ul style="list-style-type: none"> • 1 dose of varicella must be administered on or after the 1st birthday.