

## NORTH CANTON CITY SCHOOLS STUDENT ENROLLMENT GUIDELINES

Welcome to North Canton City Schools! In order to enroll your custodial child in the North Canton City School District, the following documentation must be provided and current enrollment packet completed. No student will be officially enrolled and eligible to start classes until all required documentation and forms are received and approved in the Registrar's office. **The Registrar's office is open between 8:00 am and 2:00 pm Monday through Thursday, and is located at 525 7<sup>th</sup> Street, North Canton, OH. Please use door 25 (off of the 10<sup>th</sup> Street entrance)**

- North Canton City Schools reserves the right to postpone enrolling a student until such time as all documentation, forms, information, etc. 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 REQUIREMENTS:

	<p><b>1.</b> Acceptable proofs of residency include any combination of <b><u>TWO (2)</u></b> of the following in the custodial parents name.</p> <ul style="list-style-type: none"> <li>-- Gas Bill -- Electric Bill -- Water and /or Sewer Bill -- Property Tax Statement -- Voter Registration Card</li> <li>-- Official Change of Address Card (card is received in the mail by the post office after you have applied for change of address. The printed email receipt is not accepted.)</li> <li>-- Rental Lease or Mortgage Closing Documents (cable or phone bill will not be accepted)</li> </ul>
	<p><b><u>1A. If you are in the process of building a home of residence in the North Canton City School District</u></b>, the following submissions are required:</p> <ul style="list-style-type: none"> <li>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; <u>and</u></li> <li>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.</li> </ul>
	<p><b><u>1B. If you will be residing with someone in the North Canton City School District</u></b>, the following submissions are required:</p> <ul style="list-style-type: none"> <li>a) The resident's proof of residency (see #1 above) <u>and</u></li> <li>b) The completed, signed and notarized North Canton City Schools Residency Affidavit. (Available on the registration page of our website or from the District Registrar).</li> </ul>
	<p><b><u>1C. If you have purchased a home in the North Canton City School District but have not closed</u></b>, the following submissions are required:</p> <ul style="list-style-type: none"> <li>a) A notarized affidavit from your realtor (available from the District Registrar) <u>and</u></li> <li>b) A personal, notarized affidavit (available from the District Registrar) <u>and</u></li> <li>c) A copy of your purchase agreement.</li> </ul> <p>Final closing documents must be received within 90 days under this exception. If documentation is not received, tuition may be billed starting on day 91.</p>

### ENROLLMENT REQUIREMENTS:

	<p><b><u>Birth Certificate:</u></b> An original or copy of a state-issued certified birth certificate must be presented. If enrolling in Kindergarten, the child must be five years old <b>on or before August 1st</b> of the current school year.</p>
	<p><b><u>Parent Identification:</u></b> A copy of a photo ID, such as a driver's license, of the custodial parent/guardian.</p>
	<p><b><u>Custody Documentation:</u></b> If applicable, the most recent court orders allocating parental rights and responsibilities or 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.</p>
	<p><b><u>Immunization Documentation:</u></b> See reverse for Immunization Requirements Checklist. A copy of the most recent immunization record is required for school entry.</p>