



Bedford City School District
475 Northfield Road
Bedford, OH 44146
Phone: 440-439-1500 Fax: 440-439-3485

Checklist for Registration



Students who enroll in the Bedford Schools **MUST** be registered by their parent(s) or legal guardian(s). All foster children must be enrolled by their county caseworker at the Administration Center. (Caseworkers, please refer to the *Caseworker Foster Placement Form* for additional required paperwork.)

The following items are **required** for each student you are enrolling:

Birth Certificate (One of the following is required)

In the form of:

- Original
- Certified Copy
- Passport (in lieu of)
- (Please note: Kindergarteners must be 5 on or before August 1st)

Custody Papers (originals with court stamp)

In the form of:

- Guardianship
- Custody
- Divorce Decree/Shared Parenting Agreement (if appropriate)
- Journal Entry
- Grandparent Power of Attorney
- Caretaker Affidavit

Medical Information

In the form of:

- Immunization Records
- Physical Form

(Please provide medical documentation from a physician, OR previous school medical record, OR an infant immunization book.)

Parent/Guardian Identification

In the form of:

- Ohio Drivers License or State ID
- Social Worker ID

School Records

In the form of:

- Withdrawal Slip (Required)
- IEP/ETR/MFE (if applicable)
- Last Report Card/Grades in Progress (Required)
- 504 Plan (if applicable)
- Transcripts (high school only)
- Home Schooling Documentation (if applicable)

Proofs of Residency- a Notarized Residency Affidavit is required for all, in addition to

Home Owner

NEED BOTH:

- A current mortgage statement
- A current utility bill

Renting (We verify all leases with the building department)

NEED BOTH:

- A lease from the landlord
- A current utility bill

Parents/Guardians living in a home with another resident

PARENT NEEDS:

- One piece of business mail

HOMEOWNER NEEDS:

- A notarized Owner /Tenant Affidavit completed by homeowner accompanied by a current mortgage statement /or lease with the enrolling parent name And current utility bill.
- Certificate of Residence listing the name of the homeowner and additional occupants (Bedford and Oakwood residents only, obtained from the city Building Department. OR
- An Occupancy Permit listing the name of the homeowner and additional occupants (Bedford Hts. and Walton Hills residents only, obtained from the city Building Dept.

Registrations are performed by appointment only. Please call 440-439-4395 to schedule an appointment.
NOTE-Address Change: Parent/guardians moving elsewhere within the Bedford District must file a new Residency Affidavit and Proof of Residency (see above) with the school registrar. Please call to make an appointment.

Foster/ Guardianship Checklist

Date Enrolled _____

Student's Name _____ Birth Date _____

School _____ Grade _____

School district to Bears Cost of Education (SF-14) _____

- Child's original, Certified Birth Certificate
Application _____
Official School Document _____
- Immunization Records
(Including the 2nd MMR shot 7th & 12th grade
Kindergarten and 1st grade 2nd MMR and Hepatitis B Shot.)
- Journal Entry
- ICCA (page 2 only)
- Current IEP and MFE (An Appointment to meet with the Special Education Supervisor must be made before starting school.)**
- Mother's last known Address _____

Foster Placement

Name _____

Address _____

Caseworker's Name _____ Contact # _____

*Proof of Residency

- Notarized Residency Affidavit
- Current Mortgage Statement/ Payment book or Lease with child's name
- Current Utility Bills

(*completed by Foster Parent)

Registrar's Signature _____

Office use only:

Registrar's initials: _____

***BEDFORD CITY SCHOOL DISTRICT
TRANSPORTATION CENSUS FORM***

***** PLEASE PRINT *****

TODAY'S DATE: _____

CHILD'S LAST NAME: _____ GRADE: _____

CHILD'S FIRST NAME: _____ BIRTHDATE: _____

HOME ADDRESS: _____ PHONE: _____

CITY: _____ GENDER: M or F

SCHOOL NAME: _____

PARENT NAME: _____

HEALTH CONCERNS: _____

Circle one: My child **WILL** or **WILL NOT** ride the school bus.

Parent / Guardian Signature

Date