

# New Student Registration Process

- 1) **Complete and sign every form in [FinalForms](#).**
- 2) **Schedule a registration appointment with your registrar. Bring ALL documents listed in #3 below to your appointment to complete enrollment.**

This appointment MUST be done in person and a picture ID will be required. Please call 257-3531, ext. 3106 to set up an appointment for registration. Appointment takes place at:

Board of Education Office  
201 S. Main St  
North Baltimore, OH 45872
- 3) **Submit the following documents:**
  - **Child's Birth Certificate** - (original document registered with the Bureau of Vital Statistics - raised seal) If you do not have an original you may obtain a copy from the Bureau of Vital Statistics in the county in which they were born.
  - **Social Security Card** - If you need to obtain a card, you can contact the Social Security Office.
  - **Parent/Guardian Driver's License or State Issued ID Card** - Must be presented at registration appointment for proof of parental/guardian identity.
  - **Student's Immunization Records**
  - **Proof of Residency** - You must provide any of the following dated within the last 30 days
    - Utility Bill (gas, electric)
    - Purchase agreement (utility bill must be presented within 60 days)
    - Current lease agreement (utility bill must be presented within 30 days)
    - Building Permit (occupancy within 90 days)
    - Voter Registration Card
    - [Residency Verification Form](#) (notarized statement for those living as guests of a North Baltimore Resident). Completion of this form along with proof of residency from the North Baltimore Resident is required.
  - **School Records for Transfer Students** - (needed for scheduling of correct classes)
    - **Academic records** (transcript of earned credits, current classes with withdrawal grades) [Consent for Student Records Release](#)
    - **Special Education records** (if applicable) IEP (Individual Education Plan) MFE (Multi-factored Evaluation) [Special Education Enrollment Form](#) - If child is currently receiving special services (i.e. Speech, LD, DH, MD, etc.)
  - **Custody Papers**(if applicable) - (if your child is NOT living with BOTH biological parents) A copy of the Entry of Judgment containing file/date stamp, pages stating legal residential parent and judge/magistrate's signature **OR** submission of the [Unmarried Parent Affidavit](#) - (parents who never married)

- **Non-United States Citizenship Documents** - (if applicable) a legal, current Passport and Visa must be presented at the time of registration as well as the aforementioned items.
- **Free and Reduced Price School Meals Family Application** - (if applicable)

\*Note\* Applicants must obtain English language translations of any documents that are completed in another language. The translation must include a statement signed by the translator that states that the translation is accurate and translator is competent to translate.