



# Cleveland Heights – University Heights City School District

## Registration Requirements

### Who may enroll a student into the CHUH City Schools?

Students may be enrolled in the Cleveland Heights-University Heights Schools **only** by their parent or legal guardian who lawfully resides within the boundaries of the school district.

*Ohio Revised Code defines parent as either parent, unless the parents are divorced (or never married), in which case parent means the parent who is the residential parent and legal custodian as named in a court issued document (or, if never married, the biological mother in the absence of court documents). Social workers are the legal custodians for the Department of Children and Family Services placements. Guardians are the legal custodians for Probate Court placements.*

### What is required to register my student?

The following items are required for each student you are enrolling.

- ✓ **Birth Certificate** - A certified copy of the child's birth certificate, passport, or equivalent
- ✓ **Custody Papers** - Court documents (certified copy) required, as follows:
  - Divorce – Divorce decree (must establish residential parent for schooling purposes)
  - Custody – Journal entry from Juvenile Court
  - Guardianship – Letter of Guardianship from Probate Court
- ✓ **Medical Information**
  - Record of all required immunizations
  - *Health Action Plan (HAP)* if student has significant health issues (asthma, diabetes, Epi-Pen, convulsions)
- ✓ **Parent/Guardian Identification** - Ohio driver's license or photo identification card
- ✓ **School Records**
  - Withdrawal form and current report card from previous school
  - *Individualized Education Plan (IEP), Evaluation Team Report (ETR)* if student received Special Education services in previous school
- ✓ **Proofs of Residency in school district**
  - Mail - **TWO** pieces of mail addressed to parent/legal guardian dated within the last 30 days. This must include at least one utility bill (water/sewer bills are not accepted) and may include one piece of business correspondence (i.e. pay stub, bank statement, car insurance, official document from a government agency).
  - Residency status – Provide **1** of the following in addition to the mail requirement above
    - \* **Homeowner** – mortgage document or purchase agreement with a closing date
    - \* **Renter** – current signed lease - If parent/legal guardian is not the leaseholder, they must be added to lease, or landlord must complete and have notarized the *Landlord/Property Manager Affidavit* (available at the Registration office). A copy of a current utility bill in lease holder's name must be included.
    - \* **Residents living in the home of a family member** –The family member must be the homeowner and must complete and have notarized the *Property Owner Affidavit* (available at the Registration office). The Affidavit must list all residents in the dwelling and the homeowner must be in compliance with city housing and zoning codes. A copy of a current utility bill in homeowner's name must be included.

**Registration is by appointment only.** Please call 216-371-7430 to schedule an appointment.