

# SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT REGISTRATION FORM

## INSTRUCTIONS:

1. All Applicants **MUST** complete Sections 1 through 8 of the registration form, sign the bottom of page 2 and have the document notarized. Attach copy of birth certificate, baptismal certificate or other proof of date of birth.
2. **DIVORCED OR SEPARATED PARENTS** **with** current Custody Order submit a copy of the Court Order or divorce papers: **without** a Custody Order, complete Affidavit Forms C & D. Form D is for the custodial parent.
3. **FOSTER PARENTS** complete Sections 1 through 8 and submit a copy of BSW-241 or DSS-2999 form. The DSS social worker (legal guardian) should also **SIGN THE APPLICATION**.
4. **LEGAL GUARDIANS OR LEGAL CUSTODIANS** complete Sections 1 through 8 and attach a certified copy of the Court Order and complete Affidavit Form D.
5. **PERSON IN PARENTAL RELATIONSHIP (PERSONS OTHER THAN CHILD'S PARENTS)** without a Court Order, complete Sections 1 through 8 and complete parental Affidavit Forms C & D).

## RESIDENCY INFORMATION:

**HOMEOWNERS:** Must provide proof of ownership such as a recent mortgage statement, tax bill or deed **AND** a utility bill. No additional documentation is required.

**RENTERS:** Complete and notarize Form A and submit a copy of a recent utility bill. Have the owner/landlord complete and notarize Form B and provide a monthly mortgage statement, tax bill or deed.

## OTHER REQUIREMENTS:

1. Immunization records
2. School records - transcript, report card, IEP (if applicable) school record request form completed and signed.
3. Photo ID from Parent/Guardian/Person in Parental Relationship

**Individuals who cannot provide any of the above documents may provide other acceptable documents including but not limited to these items listed in Board Policy 5118 Resident Students and/or a notarized explanation as to why the document is currently unavailable.**

## CHECKLIST

<b>Have you. . . .</b>	Yes	No	NA
Completed Sections 1 through 8 of the Registration Form?			
Attached a copy of a recent mortgage statement, deed and/or tax bill, if you own your house?			
Completed and had <b><u>NOTARIZED</u></b> any applicable Affidavit Forms A (Renter's/Non-Owner's Affidavit) & B (Owner's/Landlord's Affidavit), if applicable?			
Completed and had <b><u>NOTARIZED</u></b> any applicable Affidavit Forms C (Parent's Affidavit) & D (Custodial Parent/Guardian or Person in Parental Relationship Affidavit), if applicable?			
Attached a copy of the lease if you are leasing?			
Enclosed a copy of a utility bill?			
Obtained necessary <b><u>SIGNATURES &amp; NOTARIZATIONS</u></b>			
Included a copy of your child's <b><u>BIRTH CERTIFICATE, BAPTISMAL CERTIFICATE OR OTHER ACCEPTABLE PROOF OF DATE OF BIRTH?</u></b>			
<b>PROVIDED IMMUNIZATION RECORDS?</b> Please note that all students will be required to comply with immunization requirements pursuant to Board Policy and Administrative Regulation 5123.3 "Student Health Services."			
Completed Family Educational Rights & Privacy Act Acknowledgement Form?			
Completed Internet & Instructional Technology Form?			
Enclosed a copy of divorce and/or custody decree, if applicable?			
Mailed and/or returned all appropriate documents to the school registrar?			

**Individuals who cannot provide any of the above documents may provide other acceptable documents including but not limited to these items listed in Board Policy 5118 Resident Students and/or a notarized explanation as to why the document is currently unavailable.**