



# Berea City School District

## Checklist for Registration

**STUDENT REGISTRATION IS AVAILABLE ONLINE at [www.berea.k12.oh.us](http://www.berea.k12.oh.us).**

**Please call 216-898-8300 if you are unable to complete the online registration.  
You must schedule an appointment to register at the Board Office.  
The Berea Board of Education is located at 390 Fair Street, Berea, OH 44017.  
Registration must be completed by the residential custodial party.**

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

**Birth Certificate**

In the form of:

- Original birth certificate
- Passport (may require add'l custody documents) Passport is valid for proof of birth only
- Certified Copy
- Baptismal Record

**Custody Papers (originals with court stamp and Judge's signature are required at registration)**

In the form of:

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

**Medical Information**

In the form of:

- Immunization Records – within 14 days of start date

**Parent/Guardian Identification**

In the form of:

- Ohio Drivers License or State ID
- Social Worker ID

**School Records – if available**

In the form of:

- Withdrawal Slip
- Last Report Card/Grades in Progress
- Transcripts (high school only)
- Home Schooling Documentation
- State Testing Information
- IEP/ETR (if applicable)
- 504 Plan
- Other:

**Proofs of Residency**

In the form of:

- Proof of Home Ownership (**required if applicable**)
- Bank Statement
- Voter Registration Card
- Municipal Income Tax Bill
- Utility Bills with current date
- Valid Signed Lease or Owner's affidavit (**required if applicable**)
- Notarized Residency/Custody Affidavit – ALWAYS REQUIRED from Person registering the student