

MAPLE HEIGHTS CITY SCHOOL DISTRICT

Requirements and Registration Application



The Enrollment Office for grades KG - 12 is located at the Board of Education, 5740 Lawn Avenue, Maple Heights, OH 44137. Appointments are required for registration. After completing the packet please **call (216) 587-6100, ext. 3701** for an appointment. The registration process must be completed before students are officially enrolled.

The following items are required for each student:

- ❖ **Student Birth Certificate**
Original or Certified Copy (must be legible)
- ❖ **Social Security Card** (optional)
- ❖ **Certified Custody/Guardianship Papers (if Applicable)**
Legal Transfer of Custody/Guardianship, Journal Entry or Divorce Decree
- ❖ **Immunization Records**
Current Immunization/Shot Records
- ❖ **Parent/Legal Guardian Driver License or State I.D.**
Originals Only, Copies not Accepted
- ❖ **School Records**
 - Withdrawal Form from Previous School
 - Last Report/Progress Report or Card
 - Official or Unofficial Transcripts (High School Only)
 - IEP and ETR (Special Needs Students Only)
 - Section 504 Plan (if Applicable)
 - Standardized Test Results (e.g., OAA, OGT, or 3rd Grade Reading Guarantee Results)
- ❖ **Proofs of Residency** – items showing your name at your current Maple Heights address will be required.

Three Current Forms of Documentation: One (1) from Category 1 and Two (2) from Category 2

Category 1 (Provide One Item)

- Home Owner's Mortgage Statement, Deed or Property Tax Statement
- City of Maple Heights Occupancy Report
- Section 8 Documentation
- Valid and Current Lease/Rental Agreement
- Owner Affidavit and Proof of Ownership

Category 2 (Provide Two Items)

- Voter Registration Card
- Utility Bills
- Cable or Cell Phone Bill
- Bank Statement
- Pay Stub
- Valid & Current Driver License or State I.D. with Maple Hts. Address
- Municipal Income Tax Records
- Credit Card Statement
- Car or Home/Renter's Insurance Declaration
- County Benefit Voucher
- Other Official Documents



MAPLE HEIGHTS CITY SCHOOL DISTRICT

Student Registration Form

New Re-entry

Building _____ Grade _____

Student Name	Last Name	First Name	Middle Name	Entry Grade
Social Security # (optional)	-	Birth Date	Month / Day / Year	
Student's Home Address	Number	Street	City	Zip Code Up <input type="checkbox"/> Down <input type="checkbox"/> Apt. # _____
Parent/Guardian	Name		Phone Number	
Previous school attended • Kindergarten include preschool if attended • Include homeschooling	Name of School	School District	City	State

Is this student Hispanic/Latino? <input type="checkbox"/> No, not Hispanic/Latino <input type="checkbox"/> Yes, Hispanic/Latino	Race (choose one or more) <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	How Identified: _____
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Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Citizenship <input type="checkbox"/> Dual National <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Resident Alien <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Other please name: _____
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Birthplace City State Country	Native / Primary Language <input type="checkbox"/> English <input type="checkbox"/> Other please name: _____
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Student Lives With (check all that apply) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Parent <input type="checkbox"/> Other (explain):	<input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Self
Legal Custody (check all that apply) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Foster Parent Court Journal Entry: (____ / ____ / ____) County: _____	<input type="checkbox"/> Guardian <input type="checkbox"/> CCDCFS <input type="checkbox"/> Other (explain): <input type="checkbox"/> Probate Court <input type="checkbox"/> Juvenile Court Restrictions: _____ District Bearing Cost(for Foster Children only): _____

Is the child in gifted or Advanced Placement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, describe services:
Does the child have a 504 plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, describe services:
Has the child ever had an IEP?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, list year of most recent evaluation:
If yes, do you have a copy of the IEP?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, indicate program:
Is the child suspended?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, from what district?
Is the child expelled?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, from what district? End Date:

STUDENT NAME: _____

PARENT(S) / GUARDIAN INFORMATION

Mother					
<input type="checkbox"/> Single		<input type="checkbox"/> Married		<input type="checkbox"/> Divorced	
<input type="checkbox"/> Separated		<input type="checkbox"/> Remarried		<input type="checkbox"/> Deceased	
Dual Mailing: <input type="checkbox"/> Residential <input type="checkbox"/> Yes <input type="checkbox"/> Non-Residential <input type="checkbox"/> No		Last Name		First Name	
Address		Number	Street	City	Zip Code
				Up <input type="checkbox"/>	Down <input type="checkbox"/> Apt. # _____
Workplace			Email		
Home Phone		Work Phone		Cellular Phone	

Father					
<input type="checkbox"/> Single		<input type="checkbox"/> Married		<input type="checkbox"/> Divorced	
<input type="checkbox"/> Separated		<input type="checkbox"/> Remarried		<input type="checkbox"/> Deceased	
Dual Mailing: <input type="checkbox"/> Residential <input type="checkbox"/> Yes <input type="checkbox"/> Non-Residential <input type="checkbox"/> No		Last Name		First Name	
Address		Number	Street	City	Zip Code
				Up <input type="checkbox"/>	Down <input type="checkbox"/> Apt. # _____
Workplace			Email		
Home Phone		Work Phone		Cellular Phone	

Legal Guardian					
<input type="checkbox"/> Step Parent		<input type="checkbox"/> Foster Parent		<input type="checkbox"/> Other:	
Last Name			First Name		
Address		Number	Street	City	Zip Code
				Up <input type="checkbox"/>	Down <input type="checkbox"/> Apt. # _____
Workplace			Email		
Home Phone		Work Phone		Cellular Phone	
Social Worker (If Applicable):				Phone:	

EMERGENCY CONTACT INFORMATION

Name		Relationship		Name		Relationship	
Telephone				Telephone			
Address				Address			
Email				Email			

PLEASE LIST ALL OTHER CHILDREN UNDER THE AGE OF 22 WHO LIVE AT THE HOME ADDRESS

Name	Grade	Date of Birth	Gender	Relationship To Student

I hereby certify, under penalty of perjury, that all of the information that I have given is correct in all respects to the best of my knowledge.

Date: _____ Parent/Legal Guardian/Independent Student: _____



MAPLE HEIGHTS CITY SCHOOLS EMERGENCY MEDICAL AUTHORIZATION



Student Name _____ Grade _____ DoB _____

Address _____ Telephone _____

Email _____

Residential Parent or Guardian Mother living with family? Yes No Father living with family? Yes No

Purpose - To enable parents to authorize the emergency treatment for children who become ill or injured while under school authority when parents cannot be reached.

Mother _____ Tel _____

Father _____ Tel _____

Other Name/Relationship _____ Tel _____

Other Name/Relationship _____ Tel _____

Other Name/Relationship _____ Tel _____

Facts concerning the child's medical history including allergies, medications being taken, and/or any physical impairments to which a physician should be alerted:

Part I OR Part II must be completed

Part I (TO GRANT CONSENT)

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor _____ Tel _____

Dentist _____ Tel _____

Medical Specialist _____ Tel _____

Local Hospital _____ Tel _____

In the event reasonable attempts to contact me at _____ (tel #) or _____ (other parent) at _____ (tel #) have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by Dr. _____ (preferred doctor) or Dr. _____ (preferred dentist), or in the event that the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to

_____ (preferred hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained before the surgery is performed.

Date Signature of Parent Address

DO NOT COMPLETE PART II IF YOU HAVE COMPLETED PART I

PART II (REFUSAL OF CONSENT)

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to:

Date Signature of Parent Address

MAPLE HEIGHTS CITY SCHOOLS
ENROLLMENT OFFICE
5740 Lawn Avenue • Maple Heights, Ohio 44137-3870
(216) 587-6100 Ext. 3701 • FAX: (216) 518-2679 or (216) 518-2675

AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

_____ Date – Faxed/Scanned

You are authorized to release a copy of the records of:

Name _____ Grade _____ D.O.B. _____

Previous School: _____

Previous School Address, City, State, Zip Code: _____

Previous School Phone/Fax Number: _____

Please release the following information:

___ All Educational Records: Academic Records/Transcript of Credits and Grades
Standardized Test Scores (OAA, OGT, Ability Assessments, etc.)
3rd Grade Reading Guarantee Scores
Attendance Records
Health and Immunization Records

___ Evaluation Team Reports (ETR) and Supporting Data/Assessments (current)

___ Individual Education Plans (IEP) and Related Progress Reports (current)

___ Section 504 Plan and Evaluation (current)

___ Other pertinent information: _____

Parent/Guardian Signature _____ Date _____

PLEASE RETURN A COPY OF THIS REQUEST WITH THE STUDENT'S RECORDS TO:

- | | |
|---|---|
| <input type="checkbox"/> Abraham Lincoln School (Pre-K – 1)
6009 Dunham Road, Maple Heights, OH 44137
Phone: 216-438-6030 Fax: (216) 587-4376
Lincoln@mapleschools.com | <input type="checkbox"/> Milkovich Middle School (Grades 6-8)
19800 Stafford Avenue, Maple Heights, OH 44137
Phone: 216-438-6000 Fax: (216) 587-4523
Milkovich@mapleschools.com |
| <input type="checkbox"/> John F. Kennedy School (Grades 2-3)
5933 Dunham Road, Maple Heights, OH 44137
Phone: 216-438-6010 Fax: (216) 587-4187
Kennedy@mapleschools.com | <input type="checkbox"/> Maple Heights High School (9-12)
1 Mustang Way, Maple Heights, OH 44137
Phone: 216-438-6400 Fax: (216) 587-3259
MHHS@mapleschools.com |
| <input type="checkbox"/> Barack Obama School (Grades 4-5)
5800 Glenwood, Maple Heights, OH 44137
Phone: 216-438-6020
Obama@mapleschools.com | <input type="checkbox"/> Maple Heights Board of Education - Enrollment
5740 Lawn Avenue, Maple Heights, OH 44137
Phone: 216-587-6100 x3701
Fax: (216) 518-2679 |

Under the provisions of the Privacy Rights of Parents and Students Act. Note Federal Register, Thursday, June 17, 1976, Part 11 I.E. - Privacy Rights of Parents and Students. Final Rule of Education Records, Volume 41, No. 118-24673. It is NOT necessary for parents to sign a release when records are being passed from school to school.



MAPLE HEIGHTS CITY SCHOOL DISTRICT

Home Language Survey

Date: _____

Federal guidelines require that this form be completed for all enrolled students.

School: _____ Grade: _____ Gender: Male Female

Student Name: _____ Birthdate: _____ Country of Birth: _____

Home Address: _____
(Street) (City) (Zip)

Parent/Guardian Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Please answer the following questions:

1. What language did your child speak when first learning to talk? _____
2. What language does your child speak most often at home? _____
3. What language do you use most frequently when communicating with your child? _____
4. List the language(s), other than English, spoken by your child _____
5. List the language(s), other than English, spoken in the home. _____

PARENT/GUARDIAN SIGNATURE: _____

If your answer was any language other than English to questions 1-5, please answer the following questions.

6. What is the Parent/Guardian's native language? Mother _____ Father _____ Guardian _____
7. Does your child: speak English read English write English *(Check all that apply.)*
8. Which adults in the home **speak** English? Mother Father Guardian
9. Which adults in the home **read** English? Mother Father Guardian
10. Do you need an interpreter? Yes No If yes, do you have one available? Yes No
11. Interpreter's Name (If available): _____ Phone #: _____
12. When did your child first attend school in the United States? Date: _____

13. List the schools your child attended in the United States

School Name	City/State	Grade	Dates Enrolled

14. List the schools your child attended in another country

School Name	City/Country	Grade	Dates Enrolled



MAPLE HEIGHTS CITY SCHOOL DISTRICT

Residency and Custody Affidavit

For the purpose of establishing school residence and custody (To be completed by parent or legal guardian)

SIGN ONLY AFTER CAREFULLY READING AND SIGNING IN THE PRESENCE OF A NOTARY

THE UNDERSIGNED, FIRST BEING DULY SWORN ACCORDING TO LAW, STATE THAT:

I, _____ certify that I am the custodial parent/legal guardian of
(Parent's or Legal Guardian's Full Name)

(Students' Names)

and that I have established residency at _____
(Street Number, Name, Apt. #) (City) (State) (Zip Code)

Date of Occupancy: _____ Lease End Date (if applicable): _____

I, _____, certify that I am a resident of the above residence located within **Maple Heights City School District**. The registrar has explained to me that legal residency is determined by certain conditions, among them are that mail delivery, voting residence, and payroll city tax deductions are based on the **Maple Heights City School District** address and also, that the residence where meals are taken, and where the resident parent sleeps must be at the **Maple Heights City School District residence**. This is the legal definition of residency for school purposes in Ohio. See Ohio Revised Code Sections 3301.121, 3313.66 through 3313.662.

List the names of **ALL** people, both adults and children, who reside at the above address. Also, please indicate their school (if applicable) and "status" (i.e., homeowner, lessee, renter, parent, guardian, student, preschooler, grandparent, etc.) Attach a separate piece of paper, if needed.

Last Name First Name School (If Applicable) Last Name First Name School (If Applicable)

Last Name First Name School (If Applicable) Last Name First Name School (If Applicable)

Last Name First Name School (If Applicable) Last Name First Name School (If Applicable)

Please read each statement and then place your initials to the left of the statement.

I/we certify that the information provided in this document and registration packet is true and no information has been withheld, concealed, or misrepresented for the purpose of circumventing the school attendance laws of the State of Ohio in order to enroll named students in the **Maple Heights City School District**

I/we understand that I/we are responsible for informing school officials of any change(s) in the residence of any parent, legal guardian, or other responsible adult. If I change my present address to another address that is within the **Maple Heights City School District**, I will **immediately** file another residency and custody affidavit with the enrollment office of the **Maple Heights City School District**. I further understand that if the above noted address ceases to be my legal residence and my new residence is outside the boundaries of the **Maple Heights City School District**, I will withdraw my child(ren) from the district and will enroll my child(ren) in the new district of residence.

_____ I/we are also responsible for informing school officials of any changes to the legal custody or guardianship of the child(ren).

_____ I/we have provided the Maple Heights City School District with an official copy of any and all current court orders from the Domestic Relations, Juvenile, Probate or any other court which has exercised jurisdiction over the custody or residency of the children being enrolled as per Ohio Revised Code 3313.672.

_____ I/we acknowledge the student who is being registered **has not been expelled** or excluded from any other school pursuant to O.R.C. Sections 3301.121 and 3313.662.

_____ I/we understand that if the student attends school while not being eligible to do so tuition free, **the student and all responsible parties will be liable for tuition** at a rate set by the Ohio Department of Education according to the Ohio Revised Code 3317.08 (the tuition rate of \$3820.98 for the year) **plus interest at a rate of 1.5% per month, administrative costs, court costs, and any attorney fees incurred in the collection of those sums and the student will immediately be withdrawn from the Maple Heights City School District.**

_____ I/we understand that the Maple Heights City School District may use whatever legal means it has at its disposal to verify my residency. I/we hereby waive my rights to confidentiality of information relative to my/our residence and give permission to the Maple Heights City School District, the City tax Administrator, and the Regional Income Tax Agency (RITA) to release selected information such as name, social security number, and current and former addresses to confirm or deny my residency for the current or prior years.

NOTE: Be sure you have read this statement carefully before you sign. **Giving false information under oath is punishable as a criminal offense** under the Ohio Revised Code 2921.13 and 2921.21, a misdemeanor of the first degree with a maximum fine of \$1,000 and/or a jail term of six months. In cooperation with the City Prosecutors, **each violation may be thoroughly and vigorously prosecuted.**

SIGNATURE(S)

Parent/Legal
Guardian/Custodian: _____

County of Cuyahoga)
) SS:
State of Ohio)

Before me, a Notary Public of the State of Ohio, came the above-named who said that he/she/they did understand the statements set forth above and did adopt said statements and the information, herein as his/her/their own, as true to the best of his/her knowledge of the consequences and penalties of falsification, and did affix his/her signature in my presence,

This _____ day of _____, 20 _____

Notary Public