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 ____________

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Entry Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Social Security # (optional)</th>
<th>Birth Date</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-- --</td>
<td>/</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Home Address</th>
<th>Number</th>
<th>Street</th>
<th>City</th>
<th>Zip Code</th>
<th>Up ☐ Down ☐ Apt. # ________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Previous school attended</th>
<th>Name of School</th>
<th>School District</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Kindergarten include preschool if attended</td>
<td>- Include homeschooling</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Is this student Hispanic/Latino?  ☐ No, not Hispanic/Latino  ☐ Yes, Hispanic/Latino
- Race (choose one or more):  ☐ White  ☐ Black or African American  ☐ Asian  ☐ American Indian or Alaskan Native  ☐ Native Hawaiian or Other Pacific Islander
- How Identified: ______________________

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male ☐ Female ☑</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Citizenship</th>
<th>Dual National ☐ Non-Resident Alien ☐ Resident Alien ☐ U.S. Citizen ☐ Other please name: __________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Birthplace</th>
<th>City</th>
<th>State</th>
<th>Country</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Native / Primary Language</th>
<th>English ☐ Other please name: __________</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Student Lives With (check all that apply)</th>
<th>☐ Mother ☐ Father ☐ Step-Parent ☐ Other (explain):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Legal Custody (check all that apply)</th>
<th>☐ Mother ☐ Father ☐ Foster Parent</th>
</tr>
</thead>
</table>

- Court Journal Entry: ( _____ / _____ / _____ )
- County: ____________________________
- Probate Court ☐ Juvenile Court |
- Other (explain): __________________
- District Bearing Cost (for Foster Children only): __________________

- Is the child in gifted or Advanced Placement?  ☐ Yes ☐ No
- If yes, describe services: __________________

- Does the child have a 504 plan?  ☐ Yes ☐ No
- If yes, describe services: __________________

- Has the child ever had an IEP?  ☐ Yes ☐ No
- If yes, list year of most recent evaluation: __________________

- If yes, do you have a copy of the IEP?  ☐ Yes ☐ No
- If yes, indicate program: __________________

- Is the child suspended?  ☐ Yes ☐ No
- If yes, from what district? __________________

- Is the child expelled?  ☐ Yes ☐ No
- If yes, from what district? End Date: __________________
STUDENT NAME: ____________________________

PARENT(S) / GUARDIAN INFORMATION

Mother

- Single
- Married
- Divorced
- Separated
- Remarried
- Deceased

Dual Mailing:
- Residential
- Non-Residential

Last Name First Name

Address

- Number
- Street
- City
- Zip Code
- Up
- Down
- Apt. # ________

Workplace

Email

Home Phone

Work Phone

Cellular Phone

Father

- Single
- Married
- Divorced
- Separated
- Remarried
- Deceased

Dual Mailing:
- Residential
- Non-Residential

Last Name First Name

Address

- Number
- Street
- City
- Zip Code
- Up
- Down
- Apt. # ________

Workplace

Email

Home Phone

Work Phone

Cellular Phone

Legal Guardian

- Step Parent
- Foster Parent
- Other:

Last Name First Name

Address

- Number
- Street
- City
- Zip Code
- Up
- Down
- 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Relationship To Student</th>
</tr>
</thead>
<tbody>
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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: ____________________________

Signature
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

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
AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

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:

☐ Abraham Lincoln School (Pre-K – 1)
   6009 Dunham Road, Maple Heights, OH 44137
   Phone: 216-438-6030 Fax: (216) 587-4376
   Lincoln@mapleschools.com

☐ Milkovich Middle School (Grades 6-8)
   19800 Stafford Avenue, Maple Heights, OH 44137
   Phone: 216-438-6000 Fax: (216) 587-4523
   Milkovich@mapleschools.com

☐ 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

☐ Maple Heights High School (9-12)
   1 Mustang Way, Maple Heights, OH 44137
   Phone: 216-438-6400 Fax: (216) 587-3259
   MHHS@mapleschools.com

☐ Barack Obama School (Grades 4-5)
   5800 Glenwood, Maple Heights, OH 44137
   Phone: 216-438-6020
   Obama@mapleschools.com

☐ Maple Heights Board of Education - Enrollment
   5740 Lawn Avenue, Maple Heights, OH 44137
   Phone: 216-587-6100 x3701 Fax: (216)518-2675
   Enrollment@mapleschools.com

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.
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

<table>
<thead>
<tr>
<th>School Name</th>
<th>City/State</th>
<th>Grade</th>
<th>Dates Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

14. List the schools your child attended in another country

<table>
<thead>
<tr>
<th>School Name</th>
<th>City/Country</th>
<th>Grade</th>
<th>Dates Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>School (If Applicable)</th>
<th>Last Name</th>
<th>First Name</th>
<th>School (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>School (If Applicable)</td>
<td>Last Name</td>
<td>First Name</td>
<td>School (If Applicable)</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>School (If Applicable)</td>
<td>Last Name</td>
<td>First Name</td>
<td>School (If Applicable)</td>
</tr>
</tbody>
</table>

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.

2/21/19
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