

Registration Checklist

Welcome to the Parma City School District. Before we can begin your registration, we kindly ask that you ensure you have all the required documents by checking the list below.

If you do **NOT** have **ALL** the required documents, please notify the registrar.

In order to complete the registration process, you must have:

1. **Completed the online registration at www.parmacityschools.org/registration**

2. **Student Documentation (all are required):**

- Copy of child’s birth certificate (A passport will be accepted)
- Copy of child’s immunization record
- Special Education paperwork, (only if applicable: ETR, IEP, 504)

3. **Parent/Guardian Documentation:**

- Parent/Guardian’s photo ID
- In case of parental divorce, the parent with legal custody must present a certified copy of the court order awarding legal custody.
 - If a custody change is pending, the non-custodial parent must present a dated, time-stamped copy of the court filing, showing the motion to modify custody. The non-custodial parent is then given 60 days to present a certified copy of the final decree.
 - If a parent is married after the time of birth, you will need to provide a marriage certificate.
 - If the parents are married but have different last names, we will also need a copy of the marriage certificate.

4. **Proofs of Residency Documentation:**

- Two Proofs of Residency Documents (**see below**):

If you own your home:	If you rent in a large complex (six or more units):	If renting/residing in a single family home, two-family home or any rental up to five units:
<input type="checkbox"/> Current mortgage bill or settlement statement <input type="checkbox"/> Current utility bill <u>*Both documents are required</u>	<input type="checkbox"/> Current signed leasing contract <input type="checkbox"/> Current utility bill <u>*Both documents are required</u>	<input type="checkbox"/> Rental receipt (must include date of payment, address, name of renter, signature and phone number of owner) <input type="checkbox"/> Current utility bill <u>*Both documents are required</u>

Examples of acceptable proof of residency documents include: current utility bills (water, sewer, electric, gas, internet), tax bill, homeowners insurance bill. We will not accept cell phone bills, car insurance bills, or bank statements. *All proof of residency documents must be dated within 45 days of registration.