

# Logan Elm Local Schools Enrollment Checklist

## 1. Birth Certificate

- Original or Certified copy from Dept of Health or Vital Statistics  
*(Hospital “Birth Certificates” are not accepted—these are the “footprints” or other documents that have information written by parents.)*

## 2. Immunization Record

## 3. Student’s Social Security Card

## 4. Parent Identification—Driver’s License, State Photo ID, or Passport

## 5. Proof of Residency

- Signed Rental Agreement
- Rent Receipt with address
- Mortgage documents
- Deed
- Property tax statement
- Utility Bill showing service address (does not include bills mailed to address that do not relate to utilities such as credit card statements, medical bills, etc).
- If living with someone else:
  - a) Letter from owner/renter of home and proof of residency for owner/renter.
  - b) May also ask for proof of change of address from Post Office or Voter Registration change showing new address.
- If homeless, enroll the student and contact Amy Colburn.

## 6. Custody Papers (if applicable)

- Parents are married or informally separated—no custody papers required
- Parents were never married-- Mother has sole custody unless a custody arrangement was issued by a court. *This applies even if Father is named on birth certificate.*
- Parents are legally separated—a Temporary Custody from the courts
- Parents are divorced—court documents must show enrolling parent as “custodial” or “residential parent.” *(Shared parenting agreements should list enrolling parent as “residential parent for school enrollment purposes”.)*
- Guardianship—must be signed by judge
- Grandparent Power of Attorney—Grandparent Affidavit/POA must be *notarized* and *stamped as “filed” by a Juvenile Court.*
- Foster/Court Placed—all three conditions must be met to enroll:
  - a) Court document showing who/what agency has custody of child.
  - b) Letter from custodial agency indicating placement with foster parent/relative.
  - c) Court document (journal entry) showing what school district is responsible.