



Checklist for Registration

Registration for student (s) entering East Cleveland City Schools will be completed at the Central Registration Office Located at the Board of Education Building, Chambers Module, 14305 Shaw Avenue, East Cleveland, OH 44112.

Registration hours are 8:30 a.m. – 3:00 p.m., Monday through Friday.

All students must be registered by their parent(s) or court-appointed guardian. A court appointed guardian must present guardianship papers at the time of enrollment. An eighteen-year old student may complete his or her own registration after he/ she has been interviewed by the Superintendent. In the case of divorce, the custodial parent must provide documentation showing custody.

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

- Birth Certificate**
In the form of:
 - Original
 - Passport
 - Certified Copy
 - Baptismal Record
- Custody Papers (originals with court stamp)**
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
 - Physical Form
- Parent/Guardian Identification**
In the form of:
 - Ohio Drivers License or State ID
 - Social Worker ID
- School Records**
In the form of:
 - Withdrawal Slip
 - Last Report Card/Grades in Progress
 - Transcripts (high school only)
 - Home Schooling documentation
 - State Testing Information
 - IEP/ETR/MFE (if applicable)
 - 504 Plan
 - Other:
- Proofs of Residency**
In the form of:
 - Home Owners' Mortgage Information
 - Section 8 Documentation
 - Rental Permit/Occupancy Permit
 - Voter Registration Card
 - Valid Driver's License with current address
 - Credit Card Statement
 - Bank Statement
 - Valid Signed Lease
 - Business Letter (s): (# required)
 - Municipal Income Tax Return
 - Current Insurance Declaration Pages
 - Pay Stub
 - Utility Bills (gas, electric, phone, cell phone)
- Other Documentation**
In the form of:
 - Social Security Card
 - Social Security Number