

BGCS REGISTRATION CHECKLIST

Student Name _____ School _____ Grade _____

Date student was officially registered _____ Date to start attendance _____

School Employee: Check each section as the form is completed. After being checked, attach form(s) to this document with a paperclip.

*Required before registration can be completed.

1. _____ *Residency Requirement (documents used: mortgage, lease, or rental contract, post office verification, utility bill, voter registration) **(Due within 10 days)**
2. _____ *Photo copy of the Driver's License of parent/guardian who is enrolling student.
3. _____ *Custody Documents (if applicable) **(Due within 10/60 days)**
4. _____ *Student Social Security card
5. _____ *Proof of Age (documents used: birth certificate, passport, religious record, hospital record, birth affidavit, or school record) **(Due within 10 days)**
6. _____ Health Documents: Immunizations
7. _____ Transcripts/Academic History
8. _____ Special Needs Documents (if applicable) Circle: **IEP** **ETR** **504**
 - a) _____ If Kindergarten, sign up for screening time/give card
 - b) _____ If kindergarten, pages 1-5 of Ohio Health History pages 5-7 parent takes to physician and dentist
9. _____ If former student of BGCS check records for cumulative folder
10. Forms:
 - a) _____ Student Registration Form
 - b) _____ Parent Consent for Record Release From Former School
 - c) _____ Emergency Medical Form
 - d) _____ Bus request card
 - e) _____ Permission to Release Student Information
 - f) _____ Ethnicity/Race Collection Data Worksheet

11. _____ DASL Entry
Basic/Student EMIS Contacts