Checklist for Registration

Cleveland Metropolitan School District
1380 East Sixth St., Cleveland OH 44114 • 216.574.8000

Once you have obtained all required documents, completed the registration form, and your child does not require any special education or language services, you may visit any neighborhood school or the Office of Student Assignments to enroll your child on any business day.

No appointment is necessary but be mindful that you may experience some delay at peak times of the day or prior to the start of the school year.

Please call: **216.574.8200**
for additional information.

Only the parent or legal guardian of the child may complete the registration process, and all certified court orders pertaining to guardianship and custody of the child must be presented at the time of registration.

If your child has a current Individual Education Plan (IEP), Multifactored Evaluation (MFE) or 504 Plan, you must contact the Division of Special Education to enroll your child:

Division of Special Education
Lakeside Administration Building, Second Floor
1440 Lakeside Ave.
216.592.7387

If your child speaks a first language other than English or another language is spoken in your home other than English, you must contact the Multilingual Assessment Center to enroll your child.

Multilingual Welcome Center @ Thomas Jefferson
3145 W. 46th St.
216.404.5159 or 216.404.5110

If you live outside the Cleveland Metropolitan School District, you must enroll your child at the Office of Student Assignments.

The Office of Student Assignments
1440 Lakeside Ave.
Cleveland, Ohio 44114

If you are homeless, doubled-up or reside in a temporary emergency shelter, please visit Project ACT to enroll your child.

Project ACT
1440 Lakeside Ave.
216.592.7405

Thank you for your cooperation, and welcome to the Cleveland Metropolitan School District.

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

☐ Birth Certificate
- As one of the following:
  - Certified Copy
  - Passport
  - Birth Letter

☐ Custody Papers (originals with court stamp and judge's signature are required at registration)
- As one of the following:
  - Guardianship
  - Custody
  - Divorce Decree/Shared Parenting
  - Journal Entry
  - Grandparent Affidavit
  - Power of Attorney

☐ Parent/Guardian Identification
- As one of the following:
  - Driver License
  - State ID

☐ Immunization Records (shots)

☐ School Records
- As one of the following:
  - Withdraw Slip
  - Last Report Card
  - Transcripts (unofficial/official, grades 9-12)
  - Home Schooling Documentation
  - IEP/ETR/MFE
  - 504 Plan

☐ Proof of Residency
- As one of the following:
  - Home Owner's Mortgage
  - Bank Statement
  - Valid Signed Lease (must match state ID)
  - Pay Stub
  - Utility Bill (gas, electric, phone, cell phone)
  - Public Agency Award Letter
  - Bank/Credit Card Statement

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