

Huntington Local Schools Enrollment Checklist:

The following documents on the checklist must be presented and the “Registration Forms” signed to complete the student’s registration. Forms must be signed and dated in person by the biological parent or court appointed Guardian. It is the Parent/Guardian responsibility to provide the school with the required documents on the list (sorry we do not fax or call in an attempt to find or locate a student’s documents required for enrollment).

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| REQUIRED ENROLLMENT DOCUMENTATION: |
| ____ Photo ID of a Parent/Guardian (may use current drivers licenses or state ID) |
| ____ Two (2) Proof of Address (may use current utility bill such as electric, water or lease) |
| ____ Original Birth Certificate or Passport |
| ____ Immunization Record |
| ____ Custody Papers (must be court documents with case number or Foster Placement JFS document) |

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|---|
| ADDITIONAL DOCUMENTS THAT ARE NOT REQUIRED BUT HELPFUL IN PROPER PLACEMENT |
| Current Report Card |
| Transcript |
| Current HS Schedule |
| Testing Scores |
| Individual Education Plan (IEP) (ETR) |
| 504 |



Huntington Local School District **IRN#049502**

188 Huntsmen Road, Chillicothe, Ohio 45601

Authorization for Release of Records

| STUDENT INFORMATION: | | |
|-----------------------------|------------------------------|----------------------------|
| <i>Student's First Name</i> | <i>Student's Middle Name</i> | <i>Student's Last Name</i> |
| | | |
| <i>Student's Birth Date</i> | <i>Student's Grade</i> | |
| | | |

| |
|---|
| <i>Name of School or On-Line School Student Last Attended</i> |
| |
| <i>Address of School Last Attended</i> |
| Street: |
| City: |
| Zip: |

| REASON FOR REQUESTED RECORDS |
|--|
| <input type="checkbox"/> Student has moved/enrolled in the Huntington School District |
| <input type="checkbox"/> Student has enrolled from on-line school (lived in Huntington District While on-line) |
| <input type="checkbox"/> Student has been accepted at Huntington Open Enrolled |
| <input type="checkbox"/> Student is Court or Foster Placed at Huntington |

| REQUESTED RECORDS | | |
|---|------------------------------|-----------------------------------|
| Copy of Birth Certificate | Copy of Immunization Records | Transcript |
| Testing Scores | Grades | Withdraw Grades |
| Attendance | SSID # | Custody Documents (if applicable) |
| Special Education Records | 504 | Gifted or Tag information |
| Any information pertinent to the proper educational placement of this student | | |

| RECORDS ARE AUTHORIZED TO BE RELEASED TO | | |
|--|---------------------|-------------------|
| <input type="checkbox"/> High or Middle School | Phone: 740-663-2230 | Fax: 740-663-5042 |
| <input type="checkbox"/> Elementary School | Phone: 740-663-2191 | Fax: 740-663-4584 |

| PARENT OR GUARDIAN SIGNATURE: |
|-------------------------------|
|-------------------------------|

Signature

Date

↓ The Following Date Will be Entered by School Personnel:


Official Enrollment Start Date: _____

NEW STUDENT REGISTRATION FORM

Building: Elementary Middle School High School
Grade: K 1 2 3 4 5 6 7 8 9 10 11 12

| STUDENT INFORMATION: | | |
|--|-----------------------------------|--|
| Student's First Name: | Student's Middle Name: | Student's Last Name: |
| | | |
| Student's Preferred Name: | Student's Social Security Number: | Gender: |
| | | <u> </u> Male <u> </u> Female |
| Student's Date of Birth: | Student's Birth City: | Student's Biological Mother's Maiden Name: |
| | | |
| Is Student Hispanic or Latino? <u> </u> Yes <u> </u> No | | |
| What is the Student's Race? (Choose all that apply) <u> </u> White <u> </u> Black or African American <u> </u> Asian <u> </u> American Indian or Alaskan Native <u> </u> Native Hawaiian or Other Pacific Islander | | |
| Student's Home Language Spoken at Home: <u> </u> English Or <u> </u> | | |
| Native Language Spoken at Onset of Speech: <u> </u> English Or <u> </u> | | |

| STUDENT RESIDENCY INFORMATION: <u> </u> Resident Student <u> </u> Open Enrollment <u> </u> Court Placed <u> </u> Foster | | |
|---|-------------|----------------------|
| Name of FATHER, GUARDIAN or CARETAKER: | | |
| Street: | | |
| City: | State: | Zip: |
| Home Phone: | Cell Phone: | Place of Employment: |
| Name of MOTHER, GUARDIAN or CARETAKER: | | |
| Street: | | |
| City: | State: | Zip: |
| Home Phone: | Cell Phone: | Place of Employment: |

| STUDENT BIOLOGICAL & FAMILY INFORMATION:  (Address Not Needed if Same as Above) | | |
|--|--|-------------------------------------|
| Status of Biological Parents: <u> </u> Married <u> </u> Separated <u> </u> Divorced <u> </u> Never Married <u> </u> Father Deceased <u> </u> Mother Deceased <u> </u> Other | | |
| Biological Father's Name: | Address: | |
| Biological Mother's Name: | Address: | |
| Student Lives With: | | |
| <u> </u> Biological Mother & Father | <u> </u> Biological Mother & Stepfather | Stepfather's Name: |
| <u> </u> Biological Mother Only | <u> </u> Biological Father & Stepmother | Stepmother's Name: |
| <u> </u> Biological Father Only | <u> </u> Court Appointed Guardian(s) | |
| <u> </u> Grandparent(s) | <u> </u> Foster Parent(s) | <u> </u> Other:(list Relationship) |
| Has Student Ever Attended Huntington Before <u> </u> Yes <u> </u> No Grade Level <u> </u> | | |
| If Student is Elementary did he/she Attended Preschool <u> </u> Yes <u> </u> No If Yes Where? | | |
| If Student is Elementary did he/she Attended Head Start <u> </u> Yes <u> </u> No If Yes Where? | | |
| List Brothers/Sisters in Home & Grade(s): | | |
| | | |

| STUDENT EDUCATIONAL DATA: | |
|--|---|
| Does Student Have a IEP/ETR <u> </u> Yes <u> </u> No | Was Student Ever Evaluated for Special Education: |
| Does Student Have a 504 <u> </u> Yes <u> </u> No | <u> </u> Yes <u> </u> No |

Signature of Parent, Guardian or Caretaker

Date