



Licking Valley Local Schools Registration Document Checklist

A student may not be registered until all documentation has been submitted. Please bring all needed documents that you have not uploaded during the online registration process to your appointment with our registrar.

1. **Parent/Guardian Identification** – one (1) of the following documents:
 - a. Valid drivers' license indicating physical address of residence (no temporaries)
 - b. Valid state photo identification card indicating physical address of residence (no temporaries)
2. **Student Proof of Age** – one (1) of the following documents:
 - a. Original birth record
 - b. Valid passport
3. **Student Immunization Status** – one (1) of the following documents:
 - a. Official state immunization form
 - b. Written statement by a physician stating that the physical condition of the child warrants medical exemption from immunizations
 - c. Written statement signed by parent/guardian that the child's religious denomination opposes tests and immunizations
4. **Proof of Residency** – at least two (2) documents from the list below. All documents must include a current date, the parent/guardian name and the address within the school district boundary.
 - a. Most recent utility bills: gas, electric, telephone, cable television
 - b. Deposit receipt for utility services
 - c. Moving company receipt for moving household goods

- d. Checking account with name and address imprinted. Bank may be contacted for verification of existing account
- e. Deed indicating ownership of property within the school district, along with proof of residency at that location
- f. Escrow papers
- g. Lot deed and builder agreement
- h. Rent receipt

5. **Custody Papers**, if applicable

- a. Most recent custody information: Divorce Decree, Shared Parenting, Guardianship papers with the court stamp and judge's signature

6. **PARENTS OF HIGH SCHOOL STUDENTS, GRADES 9-12**

- a. Most recent report card (**REQUIRED**)