

## **REGISTRATION REQUIREMENTS**

Please complete an admission form for each student, and return with the following documents:

**Copy of your child's state-issued birth certificate** (Hospital-issued certificates will not be accepted.)

**Copy of parent/guardian's photo ID**

**Copy of custody papers w/magistrate's signature** (if applicable) listing residential parent or school district of financial responsibility

**Copies of two (2) forms of the following current proofs of residency:**

- . Utility bills (gas, electric, water, cable)
- . Payroll check
- . Mortgage statement (Lease or rental agreements will not be accepted)
- . Official government correspondence – Ohio or US Dept. of Taxation, Ohio Dept. of Human Services, Medicaid/Medicare, etc.
- . Voter registration
- . Insurance documents – Company declaration page that shows proof of automobile, homeowners, health, or dental benefits or statements (Medical bills will not be accepted)

You will need to pick up new student school-specific information from the school after August 8th.

Thank you!

**Manchester High School Admission Form (EMIS)**

Today's Date \_\_\_\_\_ Entry Date \_\_\_\_\_ Open Enrollment? Y / N  
Readmission? Y / N School ID# \_\_\_\_\_ Locker# \_\_\_\_\_ Homeroom # \_\_\_\_\_

**Parent/Legal Guardian Section (Please print):**

Grade \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Gender \_\_\_\_\_ Male \_\_\_\_\_ Female

Student's Legal First Name \_\_\_\_\_ Called Name (if different) \_\_\_\_\_

Student's Legal Middle Name \_\_\_\_\_ Ethnicity?: Alaska Native Am. Indian Asian Black  
Hispanic Pac. Islander Serbian White

Native Language \_\_\_\_\_ Home Language \_\_\_\_\_

Student's Street Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_ Preferred Phone Number for notification system \_\_\_\_\_

Student's Birth Date \_\_\_\_\_ Birthplace City & State \_\_\_\_\_

Parents/Legal Guardian's Names \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

Student's Parent/Legal Guardian Resides In: \_\_\_\_\_ Manchester School District OR \_\_\_\_\_ Other: \_\_\_\_\_

Is the student a child of a Manchester School District employee? Y / N

**Emergency call order (Please underline cell, work, or home):**

Phone#

Name

Relationship to student

1st: \_\_\_\_\_  
cell / work / home

2nd: \_\_\_\_\_  
cell / work / home

3rd: \_\_\_\_\_  
cell / work / home

Student resides with \_\_\_\_\_

Name of previous school district attended \_\_\_\_\_

School name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Was the student enrolled in any special classes? \_\_\_\_\_ Band \_\_\_\_\_ Choir \_\_\_\_\_ Special Education \_\_\_\_\_ Advanced Placement \_\_\_\_\_ Other

**(Office use only)**

Course Id & Sect. #	Class Name	Course Id & Sect. #	Class Name
_____ - _____	_____	_____ - _____	_____
_____ - _____	_____	_____ - _____	_____
_____ - _____	_____	_____ - _____	_____
_____ - _____	_____	_____ - _____	_____
_____ - _____	_____	_____ - _____	_____
_____ - _____	_____	_____ - _____	_____

Is the student attending the Portage Lakes Career Center? Y / N \_\_\_\_\_ % of day