

## **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 student does not reside with the mother) listing residential or custodial 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.

Thank you!

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

Today's Date \_\_\_\_\_ Entry Date \_\_\_\_\_ Open Enrollment? Y / N

Readmission? Y / N School ID# \_\_\_\_\_ Homeroom # \_\_\_\_\_

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**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 \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

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

Student's Custodial Parent Resides In: \_\_\_\_ Manchester School District OR \_\_\_\_ Other, please specify \_\_\_\_\_

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

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

<u>Phone#</u>	<u>Name</u>	<u>Relationship to student</u>
1st: _____ cell / work / home	_____	_____
2nd: _____ cell / work / home	_____	_____
3rd: _____ cell / work / home	_____	_____

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

Military Status: Please check if student: \_\_\_\_ Is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) or \_\_\_\_ Is a dependent of a member of the National Guard (Army National Guard or Air National Guard)

**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

I agree that all information completed is true, and I will inform Manchester Local Schools of all changes in this student's residency.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date