



# SOUTH EUCLID LYNDHURST CITY SCHOOLS

5044 Mayfield Road Lyndhurst, Ohio 44124  
216-691-2062



## Checklist for Registration

Ronda Mitchell, Registration Office

**Welcome to the South Euclid Lyndhurst School District.**  
**Pre-Registration is now online at [www.sel.k12.oh.us/Registration.aspx](http://www.sel.k12.oh.us/Registration.aspx)**  
**Appointments can be scheduled at the end of the Pre-Registration process.**

**The following items are required for *each* student you are enrolling.**  
**\*\* Incomplete registration documentation will result in rescheduling your appointment. \*\***

- Birth Documentation** - Please provide one of the following:
  - Original Birth Certificate
  - Certified Copy of Birth Certificate
  
- Custody Papers (full originals with court stamp)** – Please provide if applicable:
  - Guardianship
  - Custody
  - Journal Entry
  - Grandparent Power of Attorney
  - Caretaker Affidavit
  - Divorce Decree/Shared Parenting Agreement
  
- Medical Information** - Please provide both of the following:
  - Health Record Form
  - Immunization Records or Physical Form
  
- Parent/Guardian Identification** - Please provide one of the following:
  - Social Worker ID
  - Ohio Drivers License or State ID with Current Address
  
- School Records** - Please provide all of the following that apply:
  - Withdrawal Slip
  - Last Report Card/Grades in Progress
  - State Testing Information
  - Transcripts (high school only)
  - IEP/ETR/MFE
  - Home Schooling Documentation
  - 504 Plan
  - Other:
  
- Proofs of Residency**
  - Residency and Custody Affidavit – **MUST BE NOTARIZED** before Registration Appointment
  - Owners Affidavit, if applicable – **MUST BE NOTARIZED** before Registration Appointment
  - Home Owners Mortgage Statement (Owner) – OR – Current Signed Lease (Renter)

Need at Least Two (2) of the following with the Parent/Guardian's Name and Address

- Utility Bills
- Voter's Registration Card
- Municipal Income Tax Return

NOTE: If Parent/Guardian is Living in a Home with Another Resident, PLEASE PROVIDE:

- Notarized Affidavit from property owner or lease occupant **and** parent/guardian (Two (2) Notarized Affidavits)
- Mortgage statement/lease **and** two (2) utility bills from property owner/lease occupant with name and address
- Two (2) pieces of business mail from parent/guardian with name and address within 10 days of registration