



Groveport Madison Schools
District Service Center
4400 Marketing Place, Suite B
Groveport, OH 43125
614-492-2520

Required Documents Checklist

Attention: The enrollment process requires all applicable documents to be presented to the enrollment specialist at the time of your appointment. Failure to produce all the appropriate documentation will prevent the enrollment process from continuing or being completed.

Checklist of required documents for enrollment appointment:

1. Birth Certificate

2. Valid Photo ID of the Custodial Parent/Guardian

3. Divorce/Custody Documentation (whichever is if applicable to your circumstances)

Documents must be court signed and date/time stamped for school placement

- Final Divorce Decree (which may include shared parenting plan, naming specific parent as residential parent)
- Grandparent Power of Attorney
- Temporary Order of Custody naming specific guardian
- Military Power of Attorney
- Individual Child Care Agreement (ICCA)
- Proof of Guardianship

4. Immunization Records

- TB test results ***required*** if you were born in a country outside of the United States or if you have left the United States for 3 months or more within the last year

5. Current IEP/MFE/ETR/Gifted Identification (for students requiring special education services)

6. Last Grade Card or Unofficial Transcript (required for all students in grades 8-12)

7. A.) Current Mortgage Statement in the name of the Parent/Guardian or owner of the residence*

-OR-

B.) Current Lease in the name of the Parent/Guardian*

****If the Parent/Guardian is not the lease holder/mortgage holder, they must obtain a Residency Verification Form available online at www.gocruisers.org or at our District Service Center. This form must be COMPLETE when presenting at the time of enrollment.***

NOTE: *If the Parent/Guardian is using a month-to-month rental/leasing agreement, a type-written statement, on business letterhead, from the landlord must be provided at the time of enrollment. The statement must include the landlord's contact information, address of the rental location, parent/guardian's name, how long the parent/guardian has been on a month-to-month basis, and the current date.*

8. Current Utility Bill (dated within the last 30 days) in the name of the Homeowner/Lease Holder*

If the Parent/Guardian is not the Homeowner or Lease Holder, they must **also provide a current bill in their name, coming to that residence (dated within the last 30 days).*

Items accepted as Bills:

- Water bill
- Gas bill
- Electric bill
- Cable/Internet bill
- Landline phone bill
- Social Security documentation

9. Residency Verification Form *(only applicable if the lease/mortgage is not in the name of the Parent/Guardian)*

Lease: *This form must be signed by the Parent/Guardian, Lease Holder and Rental Agent stating that the Lease Holder and Rental Agent are aware, and consent to the Parent/Guardian and their family living at the residence.*

Mortgage: *This form must be signed by the Parent/Guardian and Mortgage Holder, stating that the Mortgage Holder consents to the Parent/Guardian and their family living at the residence.*

Thank you for choosing Groveport Madison Schools. Should you have questions or need additional information, please contact our Enrollment Center, at 614-491-8288.