

# Checklist for Enrollment

Cleveland Metropolitan School District

1111 Superior Avenue E, Suite 1800, Cleveland, OH 44114 • 216.838.0000



Once you have obtained all required documents, completed the registration form, and your child does not require any special education or language services, you may visit any neighborhood school or the Office of Student Assignments to enroll your child on any business day.

No appointment is necessary but be mindful that you may experience some delay at peak times of the day or prior to the start of the school year.

Please call: **216.838.KIDS (5437)**  
for additional information.

Only the parent or legal guardian of the child may complete the registration process, and all certified court orders pertaining to guardianship and custody of the child must be presented at the time of registration.

---

If your child has a current Individual Education Plan (IEP), Multifactorial Evaluation (MFE), you must contact the Office of Special Education to enroll your child:

**Office of Special Education**

1111 Superior Ave E, Suite 1800, Cleveland, OH 44114  
216.838.7733

If your child speaks a first language other than English or another language is spoken in your home other than English, you must contact the Multilingual Assessment Center to enroll your child.

**Welcome Center @ International  
Newcomers Academy**

3145 W. 46th St, Cleveland, OH 44102  
216.838.0140

If you live outside the Cleveland Metropolitan School District, you must enroll your child at the School Choice & Enrollment Office.

**School Choice & Enrollment Office**

1111 Superior Ave E, Suite 1800  
Cleveland, OH 44114

If you are homeless, doubled-up or reside in a temporary emergency shelter or a student who does not live with your legal guardian or in foster care, please visit Project ACT to enroll your child.

**Project ACT**

1111 Superior Ave E, Suite 1800, Cleveland, OH 44114  
216.838.0210

*Thank you for your cooperation, and welcome to the Cleveland Metropolitan School District.*

## The following items are required for each student you are enrolling:

- Birth Certificate
  - As one of the following:
    - Certified Copy
    - Passport
    - Birth Letter
  
- Custody Papers (originals with court stamp and judge's signature are required at registration)
  - As one of the following:
    - Guardianship
    - Custody
    - Divorce Decree/Shared Parenting
    - Journal Entry
    - Grandparent Affidavit
    - Power of Attorney
  
- Parent/Guardian Identification
  - As one of the following:
    - Driver License
    - State ID
  
- Immunization Records (shots)
  
- School Records
  - As one of the following:
    - Withdraw Slip
    - Last Report Card
    - Transcripts (unofficial/official, grades 9-12)
    - Home Schooling Documentation
    - IEP/ETR/MFE
    - 504 Plan
  
- Proof of Residency
  - As one of the following:
    - Home Owner's Mortgage
    - Bank Statement
    - Valid Signed Lease (must match state ID)
    - Pay Stub
    - Utility Bill (gas, electric, phone, cell phone)
    - Public Agency Award Letter
    - Bank/Credit Card Statement