BOWLING GREEN CITY SCHOOLS REGISTRATION CHECKLIST

To be filled out by BGCS registration attendant

Student Name _____ DOB _____

Grade _____ School _____

Date of Registration _____ Date to Start School _____

***Required for Registration to Bowling Green Schools**	Enter Date	1st Reminder Enter Date	2nd Reminder Enter Date
*Proof of Residency (mortage, lease, or rental contract, post office verification, utility bill)			
*Photo ID of Parent (student ID, driver license, etc.)			
*Custody Documents			
*Proof of Age (birth certificate, passport, religious record, hospital record, etc.)			
Student Social Security Card			
Immunizations Documents			
Transcripts/Academic History			
Special Needs Documents IEP ETR 504 ECO			
Kindergarten: Enter Screening Date and Time			
Kindergarten:Ohio Health History pages 1-4 pages 5-7			
Student Registration Form			
Records Release Form			
Emergency Medical Form			
Transportation Request Form (required for student living outside of a mile)			
Alternate Transportion Form (required for student not pick up from or delivered home)			
Parent Consent Form			
Home Language Usage Survey			
Data Entry Basic EMIS Contacts			
Former BGCS Student - Folder from Records			
Other			

Records Release Form Sent	School:	Date:	Initials:
Records Received	Fax Mail	Date:	Initials:
Records Sent to Building	Building:	Date:	Initials:
Faxed to Transportation	Time:	Date:	Initials:
Sent Cum to Building	Building:	Date:	Initials: