



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 _____

<i>*Required for Registration to Bowling Green Schools</i>	Enter Date	1st Reminder Enter Date	2nd Reminder Enter Date
*Proof of Residency (mortgage, 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 leaving outside of a mile)			
Alternate Transportation Form (required for student not pick up from or delivered home)			
Parent Consent Form			
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: _____