



## 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 \_\_\_\_\_

<b>*Required for Registration to Bowling Green Schools</b>				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 living 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:	