



Administration Office  
& Board of Education

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[www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)

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**ENGAGE  
INSPIRE  
EMPOWER**

Included in this download you will find the following documents:

- Enrollment Checklist - a list of required enrollment documents

You may choose to complete enrollment with a face-to-face appointment or by sending the required documents electronically.

### COMPLETING ENROLLMENT ELECTRONICALLY

Please review the Enrollment Checklist for documents required to complete enrollment. When you are able to secure all the required documents please email to:

[nhinsey@maumee12.org](mailto:nhinsey@maumee12.org)

Documents may be scanned or a photo taken with your phone.

An email will be sent to you indicating receipt of all required documents and confirming the enrollment process is complete.

If you have any questions please email [nhinsey@maumee12.org](mailto:nhinsey@maumee12.org) or call 419-893-3200 x10218.

### FACE-TO-FACE ENROLLMENT APPOINTMENTS

If you have completed the online enrollment form and scheduled an enrollment appointment using the online calendar please bring required documents to the enrollment appointment.

If you need to schedule an appointment please contact Nicole Hinsey at 419-893-3200 x10218 or email [nhinsey@maumee12.org](mailto:nhinsey@maumee12.org)

All enrollment appointments are held at the administration offices, 716 Askin St, Maumee.

## ENROLLMENT CHECKLIST

Please scan or take images of the documents and email to [nhinsey@maumeeek12.org](mailto:nhinsey@maumeeek12.org)

\_\_\_ Complete and submit the online enrollment form. [http://www.maumee.k12.oh.us/new\\_student\\_enrollment/index.php](http://www.maumee.k12.oh.us/new_student_enrollment/index.php)

\_\_\_ Photo identification of parent/legal guardian (driver's license, state ID, passport, military ID)

\_\_\_ Child's birth certificate (Original)

\_\_\_ Child's Social Security card (Optional)

\_\_\_ Two current documents showing proof of residency (**one from A list and one from B list**)

A) List: Mortgage Statement/Purchase Agreement/Tax Bill, or Lease (Lease - page 1 through signature page)

Official mailing from a governmental agency (HUD, Lucas County Housing Authority) via USPS is an acceptable document to replace a lease.

AND

B) List: Utility bill OR homeowners/renters insurance policy OR official document which displays parent/legal guardian name and address

within the Maumee City School District boundaries. Utility bills from the internet are acceptable. Cell phone bills do not qualify as a utility bill.

NOTE: Parent/legal guardian's name must appear on the lease OR landlord must provide signed & dated documentation that he/she knows that the property is being lived in by the parent/legal guardian. Contact phone number and address for landlord must be included in the documentation. You may download the Landlord Acknowledgement Document from the New Student Enrollment page of the district website.

[http://www.maumee.k12.oh.us/new\\_student\\_enrollment/index.php](http://www.maumee.k12.oh.us/new_student_enrollment/index.php)

If the parent/legal guardian's name is not on the lease or deed a completed "Affidavit of Current Residency" form must be completed.

Please email [nhinsey@maumeeek12.org](mailto:nhinsey@maumeeek12.org) to arrange completion of this form.

\_\_\_ Proof of custody, when applicable. This must include the entire court document, stamped and signed by a judge/magistrate.

o If the mother has remarried, she must provide a copy of her marriage certificate or other documentation showing her name change (e.g., driver's license).

o If one of the parents is deceased, a death certificate or other official document is required.

o If the natural parents of the child never married and custody of the child has never been established by a court, the mother must complete and have notarized an Unmarried Parent Affidavit. Father must have filed court document. You may download the Unmarried Parent Affidavit from the New Student Enrollment page of the district website. [http://www.maumee.k12.oh.us/new\\_student\\_enrollment/index.php](http://www.maumee.k12.oh.us/new_student_enrollment/index.php)

\_\_\_ A child who is on an IEP - parent should provide the most recent IEP and ETR

\_\_\_ A child who is on a 504 plan - parent should provide the most recent plan and ETR

\_\_\_ Students in grades 7-12 who have earned high school credit(s) must provide an unofficial transcript.

\_\_\_ Students in grades 9-12 should provide current schedule.

\_\_\_ Health records (immunization records) must be received within 14 days of attendance.

\_\_\_ Grade 7 Immunization (Will not delay completing enrollment. Must be received by school within a week of school starting.

\_\_\_ Grade 12 Immunization (Will not delay completing enrollment. Must be received by school within a week of school starting.

Please scan or take images of the documents and email to [nhinsey@maumeeek12.org](mailto:nhinsey@maumeeek12.org)  
Questions regarding enrollment or the required documents may also be sent to the email above.