

2021-2022 Enrollment Checklist

Here's a handy checklist to help you prepare to enroll your student at the Intergenerational Schools. You can submit these documents (as PDFs or as photos, as long as they are clear photos) by uploading to SchoolMint or emailing them to enroll@igschools.org or texting them to 216.978.0568.

Your completed online packet through SchoolMint.

(Remember: If you are re-enrolling an existing student or enrolling a new student in your household with existing Intergens students, you already have a SchoolMint login. Don't create a new one! If you can't find your login information, contact us at enroll@igschools.org.)

Proof of Residency

For both new and re-enrolling families, your enrollment is NOT complete until you've submitted a proof of residency. This document must include your name, address and date (within the past 90 days).

As defined by law (ORC 3314.11), a proof of residence must be one of the following:

- a mortgage or lease
- gas bill
- electric bill
- water bill
- sewer bill
- bank statement
- home telephone bill (not cell phone)
- paycheck or paystub that includes guardian's address
- property tax bill
- deed
- home owner's or renter's insurance declaration page
- If you and your student(s) are currently not residing in a home that you own or rent (such as temporary residence with a friend or family member), you may provide a notarized affidavit from the owner or renter of the property that states you are residing with them along with a proof of residence with that individual's name on it.

Your child's immunization records

Your child's doctor's office can fax records directly to school:

TIS-East: 216-721-0126

Lakeshore: 216-486-7324

Near West: 216-961-4606

Your child's birth certificate

Your child's official birth certificate showing the child's legal name, place and date of birth, and legal guardian(s). If the birth certificate is not available, please contact the Enrollment Specialist for alternatives.

If you are having trouble tracking down a document or completing a form, don't worry! We're here to help you throughout the enrollment process. Get in touch at enroll@igschools.org or call or text 216.978.0568 and we'll help you find what you need.

