



**Items needed for your In Person appointment
at Forestlawn Early Learning Center**

If you own or rent your house/apartment, you will need to complete a Proof of Residence form and provide the following showing name and address:

- One (1) item from this list:
 - Purchase/Lease Agreement signed by all parties with closing date
 - Rental Agreement signed by landlord and renter along with landlord contact information
 - Construction contract signed by all concerned parties
 - Homeowner current mortgage statement
 - Homeowner's Deed

AND

- Two (2) items from this list:
 - Recent utility bill (water/gas/electric/cable)
 - Recent homeowner's insurance statement/bill
 - Recent property tax bill
 - Most recent pay stub
 - Letter of verification of utility service (can be used if utility bill has not been received at the time of registration)
- Child's original birth certificate
- Shot records
- Custody papers (if applicable)



If you live with someone else, you will need to complete a Shared Residency form and have it notarized. The following must be provided by the homeowner:

- One (1) item from this list:
 - Purchase/Lease Agreement signed by all parties with closing date
 - Rental Agreement signed by landlord and renter along with landlord contact information
 - Construction contract signed by all concerned parties
 - Homeowner current mortgage statement
 - Homeowner's Deed

AND

- Two (2) items from this list:
 - Recent utility bill (water/gas/electric/cable)
 - Recent homeowner's insurance statement/bill
 - Recent property tax bill
 - Most recent pay stub
 - Letter of verification of utility service (can be used if utility bill has not been received at the time of registration)

AND the following from the parent:

- Two (2) items from this list:
 - Recent utility bill (water/gas/electric/cable)
 - Recent homeowner's insurance statement/bill
 - Recent property tax bill
 - Most recent pay stub
 - Letter of verification of utility service (can be used if utility bill has not been received at the time of registration)
- Child's original birth certificate
- Shot records
- Custody papers (if applicable)

If you have any questions, please call Mrs. Glass at 440-949-4238 or email at tglass@sheffieldschools.org