

Sylvania Schools Requirements for Registration 2017-2018 school year

Registration is by appointment only: For appointments call 419-824-8581

Please be prompt for your appointment. If you are late, you will need to reschedule.

In complying with the legal requirements of the “Missing Child Act” and the Sylvania Schools Board of Education, the following information and documentation must be on file:

1. **Official Birth Certificate with raised seal (hospital certificate is not acceptable)**- If you do not have an original, you may obtain a certified copy of a birth certification through the Toledo Lucas County Health Department - Vital Records Department at 635 N. Erie Street, Toledo, OH 43624. There is a fee for each requested copy. They will make a certified copy for you while you wait, Mon.-Fri. 8:00-4:30 or call them at 419-213-4100.
2. **Custody Papers (if child is not living with both biological parents)**- If legal custody has not been established, the petitioner must present a filed court motion for change of custody of the child. The petitioner has **sixty (60) days** from the time of enrollment to produce a Journal Entry of Judgment establishing custody proceedings. If legal custody has already been established, please bring the file stamped document with all signatures. A copy will be made for school records.

Foster Placed Children Items Required:

- A. Initial Custody and Placement Document from County with parent name & address listed
- B. Interim Order- with hearing date listed
- C. School Notification Letter from County
- D. Journal Entry with School District responsible listed (this document available after hearing date)

3. **Photo I.D. of Parent/Custodial Parent/Guardian must be presented when registering student.**
Also any paperwork showing a parental name change (i.e. divorce/re-marriage) must be presented.
4. **Immunization record:** Must be submitted to school prior to first day of attendance or in previous school records.
5. **Proof of Residency-** You must provide the following:

	Renting- House or Apartment	Purchasing a Home	Own your Home	Building a Home
a.	Signed rental agreement	Signed Purchase Agreement- closing date listed	Current Utility Bill	Signed Building Contract- must move in within 90 days of enrolling
b.	Current Utility Bill within 30 days	Executed Settlement Statement within 72 hours after closing date		Current Utility Bill within 30 days of moving in
c.		Current Utility Bill within 60 days after closing		After 90 days, tuition at the current school years rate charged if haven't moved in

- **For persons living with family or friends- You will need the following at the time of registration:**
 - **Section “C” (Statement of Domicile) needs to be completed and notarized**
 - **Moving in with a person in an apartment or leased house will not be accepted, unless your name is on the lease**
 - **Utility bill of the person you are living with**
 - **Utility bill, paycheck stub, W2 document or other government document with the parent name and same address as the person you are living with (30 days)**

6. **Special Education** – If a child is receiving Special Education services, **the parent(s) must** bring a copy of the current IEP (Individualized Education Plan) and current Evaluation (completed every three years) that made your child eligible for special education services. Sylvania Schools is not responsible for obtaining these documents from the previous school. **A child cannot start school until documents have been verified as current.**

1. Children must be 5 years old on or before August 1st to be enrolled in kindergarten in the Sylvania School District.
2. Please have all forms completed before you come to your appointment. **Enrollment/Registration forms cannot be filled out during your appointment.**
3. If immunization records are not presented at time of enrollment or not received in previous school records, your child may be excluded from school until proof of immunization is provided.
4. **Junior and Senior High School students must call their counselor for an appointment to schedule classes. At the appointment the Parents/Students must provide the counselor with a recent transcript and the green file folder that is obtained from Student Services upon completion of the enrollment process. SCHOOL ADMINISTRATION MAY REFUSE ENROLLMENT/SCHEDULING UNTIL PROPER DOCUMENTS ARE PRESENTED.**

<u>Northview High School</u> 419-824-8570			<u>Southview High School</u> 419-824-8580		
Secretary	Ann Kuebler	ext. 5112	Secretary	Lisa Yoshino	ext. 6112
A to Fl	Crystal Burnworth	ext. 5108	A to E	Michelle Peer	ext. 6110
Fo to L	Melanie Rogers	ext. 5109	F to Le	Tony Geha	ext. 6111
M to Ro	Kate Henk	ext. 5110	Li to Ro	Jodi Hess	ext. 6113
Ru to Z	Stacy Wachowiak	ext. 5111	Ru to Z	Teresa Ontko	ext. 6114
<u>Arbor Hills Junior High</u> 419-824-8640			<u>McCord Junior High</u> 419-824-8650		
Secretary	Debbie Wilson	ext. 4104	Secretary	Kyle Hensley	ext. 4200
A- L	Amy Barricklow	ext. 4107	A- L	Marcia Robie	ext. 4204
M- Z	Liz Casey	ext. 4106	M- Z	Valerie Long	ext. 4205
<u>Timberstone Junior High</u> 419-824-8680			<u>Elementary Schools</u>		
Secretary	Cheryl Draheim	ext. 4300	Central - 419-824-8610	Stranahan- 419-824-8614	
A-K	Brittany Robbins	ext. 4306	Highland- 419-824-8611	Sylvan- 419-824-8615	
L- Z	Rochelle Ford	ext. 4307	Hill View- 419-824-8612	Whiteford- 419-824-8616	
			Maplewood- 419-824-8613		

Athletic Directors

Northview- Chris Irwin 419-824-8570 #5113
 Southview- James Huss 419-824-8580 #6115