

KINDERGARTEN REGISTRATION

HELP SHEET

For 1st Time Kindergarten Enrollments

Please note the following items which will make your kindergarten registration easier.

- All appointments are done at the Administration Building at 4747 N. Holland Sylvania Rd., 1st floor, Student Services Office
- *Your child must be 5 years old on or before August 1, 2019 in order to attend kindergarten for the 2019-20 school year.*
- All registration forms must be completed on-line at sylvaniaschools.org under the Enroll tab, **before** your scheduled appointment with Student Services. Appointments are scheduled for every 15 minutes. The student does not need to accompany you to the appointment.
- Medical forms:
 1. Physical Examination Form – Completed by Doctor*
 2. Oral Assessment Form – Optional Dental form completed by Dentist

**Physical/Doctor's form does not need to be completed by your registration date, but must be submitted by the first day of Kindergarten in August.*

- Please be on time for your scheduled appointment – if you are late, you will be asked to re-schedule.
- Follow the “Online Enrollment Procedures” under the Enroll tab on our website at sylvaniaschools.org. All required documents, such as *birth certificate, proof of residency, custody papers*, etc must be submitted at the time of your appointment in order for your file to be complete. If all documents are not presented at the time of registration, you will be asked to make another appointment once you have all of the required documents.
- **Requests for specific teachers are to be made at the school.**