

Office of Student Services

Robert P. Verhelst, Director



3/16/2020

Dear Prospective Parent(s):

In light of Governor DeWine's announcement regarding school closures due to the coronavirus, our district has decided to conduct Phone Appointments instead of coming in person to the Administration Office for your scheduled appointment time.

This means that you will still follow the enrollment process described on our website under the "Enroll" tab and schedule an appointment on line.

At your scheduled appointment time, we will be calling you at the number listed on the calendar. Please make sure you are available during your scheduled time to conference call so that we can stay on time throughout the day. If we are unable to reach you via phone, you will have to reschedule your appointment.

Since we will not be able to physically make copies of your original documents, we will need you to mail, drop off, email or fax them to us prior to your scheduled appointment time.

You can mail/drop* off copies to:

Sylvania Schools
Student Services
4747 N Holland Sylvania Rd
Sylvania, OH 43560

*Drop box is in the lobby of the Administration Building

You can email them to: enroll@sylvaniaschools.org

You can fax them to: 419-824-8549

*****Please use the Document Cover Sheet for any correspondence sent to us*****