

### 3-Step Registration Process

#### Step 1: Verify you live within the Indian Hill School District

You may verify the school district of your residence by visiting this link [hamiltoncountyauditor.org](http://hamiltoncountyauditor.org)

#### Step 2: Complete Final Forms

Please visit [our Final Forms site](#).

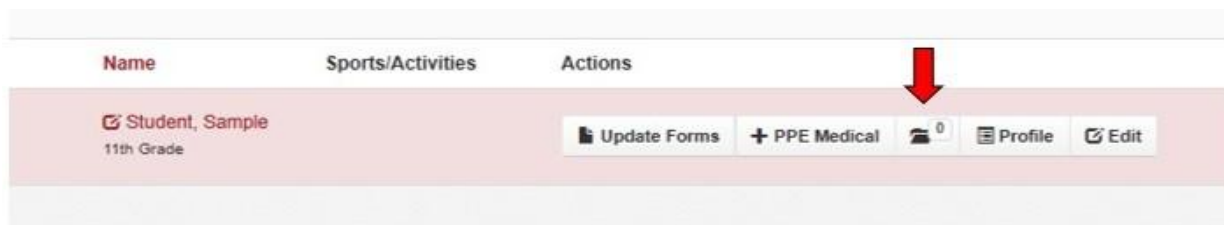
If you are a new family to the Indian Hill District, click “New Student” to begin the process.

If you are a current family with children already enrolled, enter your login information and click “Add Student”.


All parent tabs within Final Forms must be signed and completed to proceed.

#### Step 3: Upload the Required Registration Documents

Upload the following documents from your computer or phone to your child’s Final Forms account.



1. **Child’s birth certificate OR passport**
2. **Photo identification for a parent or legal guardian** (driver’s license, passport, state ID or military ID)
3. **Proof of residence**
  - a. If you *own your home*, current mortgage statement or deed AND a utility bill
  - b. If you are *building or purchasing a home*, a purchase contract showing occupancy within 90 days of registration AND a utility bill once you have moved in

- c. If you are *renting*, a signed lease listing all occupants AND a utility bill
  - d. If you are living in a *residence owned by another person*, this  District Affidavit of Residency.pdf must be completed, signed and notarized by the homeowner and accompanied by a warranty deed or mortgage statement AND a utility bill
4. **Child's current immunization records**
  5. **Custody/Parenting Agreement** (if applicable)
  6. **School records or special education documentation** (if applicable)

When all parent tabs within Final Forms have been completed and the above documents have been reviewed and approved, you will receive an enrollment confirmation email from our District Registrar.