

# Required Documents for Enrollment

Parent/guardian should submit the following documents via email to [enroll@sylvaniaschools.org](mailto:enroll@sylvaniaschools.org) or drop them off at the Administration Building at 4747 N Holland Sylvania Rd, Sylvania, OH 43560 **PRIOR TO YOUR APPOINTMENT.**

- **Birth Certificate**—If you do not have an original, you may obtain a certified copy of one 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, Monday-Friday. 8:00 am-4:30 pm or call them at 419-213-4100.
- **Parent's photo ID**—Driver's License, State ID, or Passport. Also, any paperwork showing a parental name change due to marriage, re-marriage, or divorce must be presented.
- **Proof of Residency**—You must complete the Residency Verification & Affidavit Form and provide the following: [Download the Residency Verification & Affidavit Form](#).
  - If you own your home, provide a **Current Utility Bill** in the parent's name.
  - If you are purchasing a home, provide a signed **Purchase Agreement/Closing document** (General Warranty Deed) and a **Current Utility Bill** within 60 days after moving in.
  - If you are renting a house/apartment, provide a current signed **Lease Agreement** and a **Current Utility Bill** within 30 days.
  - If you are building a house in the district, provide a signed **Building Contract** showing an estimated completion date (valid for 90 days after 1st day of attendance). A **Current Utility Bill** within 30 days of moving in.
  - If you do **not** have proof of residency in your name and are living with another family within the district, you are required to submit a **notarized Section C** of the *Residency Verification & Affidavit Form* completed by the district resident, along with a **current utility bill** in the resident's name at that address, and a piece of **significant mail** addressed to you (the parent/guardian) at that same address, such as a paycheck stub, W-2 form, or government-issued document.
- **Proof of Custody**—If the child is not living with both biological parents, then you must provide one of the following documents:
  - If parents are divorced, provide a court file/date-stamped and signed copy of the complete court document (divorce/dissolution decree including a shared parenting agreement, or other court determination of custody) per RC 3313.672(B)(1).
  - If legal custody has not been established, the petitioner must present a file-stamped motion for change of custody. The petitioner has sixty (60) days from the time of enrollment to produce a Journal Entry or Judgement establishing custody proceedings.
  - If someone other than the parent has been given legal guardianship or custody of the child, then you must provide a copy of the file-stamped court order transferring custody.
  - If Foster Placed, please provide the following:
    - Interim Order with hearing date listed
    - School Notification Letter from County
    - Journal Entry with the School District responsible listed
- **Immunization Records**—For 1st time Kindergarten students, please provide the Physical Form (5-year check-up) with Immunization Record from the doctor and the Optional Dental Form. Kindergarten Health Forms can be downloaded from the website. This can be submitted by the first day of school. **For any new or transferring K-12 student**, please provide immunization records if available, or they can come from the previous school of attendance if they are up to date.
- **Special Education**—If a child is receiving Special Education services, please 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.
- **School Records**—We will request your child's records from their previous school. It is helpful if you can provide an unofficial transcript or the child's most recent report card for grades 6-12.

**YOUR REGISTRATION IS NOT COMPLETE UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED AND YOUR PHONE APPOINTMENT IS COMPLETED.**