

Required Documents for Enrollment

Parent/guardian should submit the following documents via email to enroll@sylvaniaschools.org or drop them off to 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, Mon.-Fri. 8:00am-4:30pm 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), 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 your residence is with another family in the district, **notarized Sec C** of the **Residency Verification & Affidavit Form** is required along with a **Current Utility Bill** in the district resident's name and a piece of **significant mail** such as a paycheck stub, W-2, other government document, or bank statement with the parent's name coming to that address.
- **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/disillusionment 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 filed 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 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