

ONLINE REGISTRATION REQUIREMENTS

KINDERGARTEN: To attend Kindergarten in the fall, your child must be **five** years old on or before **August 1st**, and you must reside in Sylvania School District.

Online Enrollment Process

1. The online enrollment application can be completed on a smart phone, tablet, or computer.
2. Log onto the Sylvania Schools website- www.sylvaniaschools.org
3. Click on "Enroll", you will see detailed instructions
4. After you complete the online registration form, schedule an appointment with Student Services through the online calendar. Appointments will be done over the phone. 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 go over the form and documents submitted so that we can stay on time throughout the day.
5. All required documents and forms must be sent in **PRIOR TO YOUR APPOINTMENT** via email to enroll@sylvaniaschools.org or FAX to 419-824-8549 or drop off copies to the Administration Building at 4747 N. Holland Sylvania Rd, Sylvania, OH 43560, Office hours are from 7:30am-4:00pm, Phone: 419-824-8581.

PARENT CHECK LIST *Please use the below check list to help you gather all the documents.*

Forms Needed:

- _____ Residency Verification & Affidavit (for **ALL** students)
- _____ Physical Examination (required for **KG** only; from 5-year check-up completed by doctor)
- _____ Oral Assessment (for KG registrations only; **OPTIONAL**)

Documents to Submit:

- _____ **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:

- _____ 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 Documents** (General Warranty Deed) and a **Current Utility Bill** in the parent's name within 60 days.
- _____ If you are renting a house/apartment, provide a current signed **Lease Agreement** And a **Current Utility Bill** within 30 days.

(Over)

_____ If you are building a house in the district, provide a signed **Building Contract** showing an estimated completion date (valid for 90 days after the 1st day of attendance). A **Current Utility Bill** within 30 days of moving in.

_____ If you are living with a friend or family member in the district, notarized Section C of the **Residency Verification & Affidavit Form** is required along with a **Current Utility Bill** in district resident's name and a piece of **significant mail** such as a paycheck stub, W-2, 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 court filed/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 School District responsible listed

_____ **Immunization Records** – Please provide vaccination records. For incoming Kindergarten Students, it is **required** along with the Physical Form (5 year check-up) from the doctor.

_____ **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 (3) years) that made your child eligible for special education services.

**YOUR REGISTRATION IS NOT COMPLETE UNTIL ALL
REQUIRED DOCUMENTS ARE RECEIVED**