

ONLINE REGISTRATION REQUIREMENTS/CHECKLIST

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

Online Enrollment Process

1. Log onto the Sylvania Schools website- www.sylvaniaschools.org
2. Click on "Enroll" and follow the detailed instructions provided.

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

Forms Needed: Must submit all applicable documents before making your phone appointment!

_____ Residency Verification & Affidavit form (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, 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:

_____ 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 parents' 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.

_____ 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 do **not** have proof of residency in your name and are living with another family, 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 district 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, *and/or* a 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: *Note: If biological parents have never been married, Ohio law states that an unmarried mother who gave birth is the sole legal custodian and residential parent until a court order is issued that states otherwise*

_____ If parents are divorced, provide a complete court-filed/date-stamped signed copy of the 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 court 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** – Please provide vaccination records. For incoming Kindergarten Students, it is **required** along with the Physical Form (5-year check-up) from the doctor. These two documents may be submitted by the 1st day of school.

_____ **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 AND A PHONE
APPOINTMENT IS COMPLETED**