

REQUIREMENTS FOR SCHOOL ENROLLMENT Canal Winchester Local Schools

(Registration forms are available on the district website www.cwschools.org or at 100 Washington Street)

REQUIRED DOCUMENTATION (for PS – 12th grade)

- **Proof of Residency**
 - Mortgage Statement or Lease (see residency form for clarification of what documentation is acceptable)
- **Custody Documentation**
 - Photo I.D. of parent or legal guardian
 - if applicable, divorce/legal separation/guardian papers – provide complete court document with Judge's signature & court file stamp
- **Immunization Records**
 - current health records from the child's physician or school
- **Child's Certified Birth Certificate**
 - raised seal required
- **Child's Social Security Number**
 - requested
- **Child's latest grade card or transcripts**
 - including any special education records, IEP, ETR, etc.

REQUIRED FORMS (for PS – 12th grade)

- Registration Form
- Residency Form
- Custody
- Request for Records
- Bus Application
- English Language Learner
- Health History
- Physician's Report (PS, K, new to public school)
- Primary Contact Form (June-July-August)
- Student Information / Emergency Medical Authorization (September - May)

Kindergarten Enrollment

All Required Documentation and Forms (listed above) - plus:

- 1 – Age Requirement: must be age 5 BEFORE August 1st of the year they begin school
- 2 – Physician's Report Form (for physical exam received within the past 12 months & signed by physician)

Pre-School Enrollment

All Required Documentation and Forms (listed above) - plus:

- 1 – Assessment to Qualify (provided by CW Special Services Department)
- 2 – Ohio Department of Education Income Form
- 3 – Physician's Report Form (for physical exam received within the past 12 months & signed by physician)

If any information is falsified - withdrawal will result and tuition charged.

Law Enforcement may be notified as per "Missing Children's Act" legislation.

The School District may use legal means to verify residence - including, but not limited to, random checks by the county truancy officer.

Please NOTE: When a student is enrolled after the start of the school year and registration forms are completed and required documentation is provided - **there will be a 1 day waiting period.**
(Ex. - Complete registration on a Tuesday – begin school on Thursday)

- *If additional information is needed regarding student registration, please contact Barbara Millington, District Registrar, at 614-920-2600 or 614-837-4533.*