

KINDERGARTEN REGISTRATION

The Southwest Local School District will begin kindergarten registration for 2024-2025 school year on February 1, 2024, at 6:00 a.m. **Each Registration will be date and time stamped. Please note we will receive a notification as soon as you create a student. If a student is created before 6:00 a.m. it will be deleted, and you will have to start your registration over.** Kindergarten registration will only be available online. Detailed instructions regarding the online application will be available on our website under the New Student Registration Tab. **When your online forms are complete, and all required documents have been uploaded, please call the District Registrar at District Office (513) 728-8401 to make sure the documents have been received and are acceptable to complete your registration.** We will be offering Optional Full Day Kindergarten for 2024-2025 school year there will be a limited number of tuition-based spots available. The cost will be \$3,825.00 (9 payments of \$425.00) **These registrations will be processed on a first come first served basis. All required forms must be completed, and all acceptable documents uploaded in Final Forms. Each Registration will be time stamped based on the time they were completed, and the last required document was uploaded. The registration will not be considered complete until all required (acceptable) documents based on the Southwest School District Board Policy have been received.** The Ohio Health History Medical & Dental forms are the only forms that can be submitted later once they are completed and up through the first day of school for the 2024-2025 School Year. You will need to print these forms in Final Forms and give them to the Dentist & Physician to complete. Once completed, you will need to upload them to Final Forms.

All Forms must be completed online, no exceptions.

To enter kindergarten, a child must be five (5) by September 30, 2024.

A copy of the birth certificate, proof of residency, photo id for parent/guardian and any court/custody documents are all required for Enrollment. **When you have completed the online registration, contact the District Registrar Lisa Williams at District Office (513) 728-8401 to make sure the documents have been received and are acceptable to complete your registration.**

Your child will not be considered registered for the upcoming school year if the proper documentation has not been uploaded into Final Forms.

State Law and Southwest Local School District requires the following immunizations.

A series of 5 Diphtheria, Whooping Cough, Tetanus (also known as DtaP) (4 if the 4th is given after the 4th birthday)

A series of 4 Polio

A series of 3 Hepatitis B

2 MMR (Measles, Mumps, Rubella)

2 Chicken Pox Vaccine (Varicella)

Bus transportation is provided for kindergarten bus students to and from school in accordance with the law of the State of Ohio.

According to State Law, children who do not meet immunization requirements by the 15th day of school cannot be permitted to attend school and will be excluded upon the 16th day of school.

Southwest Local School District

Registration Instructions 2024-2025

To enroll a student in Kindergarten for the 2024-2025 school year, you will need to complete a student registration online, provide a copy of your child's birth certificate and provide proof of residency, photo id, and custody papers if applicable. Please note, according to Ohio Revised Code Section 3109.042 Custody rights of unmarried mother,

(A) An unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian.

Therefore, a father attempting to enroll a child will need to provide documentation that he is married to the child's birth mother or that a court has determined his right to sole/shared custody of the child. Required documents must be uploaded in Final Forms.

The Ohio Health History Medical & Dental forms are the only forms that can be submitted later once they have been completed up through the first day of school for the 2024-2025 School Year. You will need to print these forms in FinalForms and give them to the Dentist & Physician to complete. Once completed you will upload them to Final Forms.

To start your application:

Go to Final Forms Website <https://southwestharrison-oh.finalforms.com>

Parents who have an account click Login to add a new student and start the 2024-2025 registration.

Parents who do not have an account click New Account. Type your Name, Date of Birth, and Email; then click **REGISTER**. Check your email for a Final Forms Email and click **CONFIRM YOUR ACCOUNT** in the email text and confirm your account through your email to start the 2024-2025 registration and add a new student.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the Final Forms email, please email support@finalforms.com.

ADDITIONAL DOCUMENTS REQUIRED-

The following documents are required; we cannot enroll your student without these documents.

Birth Certificate

Parent/Guardian Photo ID

Court/Custody Documents-Must include all pages.

Proof of Residency- Please provide ONE of the following. (Additional documents may be required in certain situations)

Mortgage Statement or Deed

Property Tax Statement

Lease Agreement That is Not Expired, (signed by both parties) **A Month-to-Month Lease is not acceptable**

Current Water Bill-**No Electric, Phone or Cable Bills accepted.**

Notarized Southwest Local School District Affidavit of Residency Along with A Current Water Bill in that same person's name that signed the Affidavit of Residency. **If the Affidavit of Residency has not been fully completed it will not be accepted.**

The owner of the property must complete the Affidavit.

Affidavit to be used when parent/legal guardian and child are living in a domicile belonging to another person or leased to another person and have no other accepted residency document in the parent/legal guardian name. Only the owner of the property can complete the Affidavit.

Complete and sign each form in the form set. Once all forms have been completed you will receive a message "Forms Finished" Once you have uploaded all required documents and completed and signed all forms, you must call the Registrar (Lisa Williams 513-728-8401) to confirm receipt and confirmation that the documents are acceptable.