SOUTHWEST LOCAL SCHOOL DISTRICT
REGISTRATION PACKET GRADES 1-12

To enroll a student for the 2021-2022 school year, you will need to complete a student registration online.

To start your application:

- Go to our website www.southwestschools.org
- Click New Student Registration
- Click the Online Registration Forms link

Detailed instructions regarding the online application are available on our website (www.southwestschools.org.) To access the instructions on the website, click the New Student Registration link at the top of the page and click the link for New Student Registration Packet. This will give you complete instructions on the registration process and how to start your form.

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
- Proof of Residency - Please provide ONE of the following:
  - Mortgage Statement or Deed
  - Lease Agreement (signed by both parties) with valid dates.
  - Utility Bill - Must be current Electric/Gas or Water Bill NO Phone or Cable Bills accepted
- Property Tax Statement
- Notarized Southwest Local School District Affidavit of Residency & Current Water or Electric Bill
  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.
- Grades 6-8 – Immunization Record
- Proof of child’s most recent completed grade – final report card or unofficial transcript
- IEP/ETR Including Signature Page (If Applicable)
- Copy of the 504
- Copy of the Gifted Education Plan

Note that your student will not be enrolled until ALL of the above documents and forms have been uploaded and are acceptable.

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.
Parents who do not have students in the district and do not have a Final Forms parent account.

- Go to our website www.southwestschools.org
- Click New Student Registration
- Click Registration 2021-2022 School Year
- Click the Online Registration Forms link

For parents who do not have students enrolled in the district, you must create a Final Forms parent account.

Click NEW ACCOUNT under the Parent Icon.

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.

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.

Create your new Final Forms password and click CONFIRM ACCOUNT.

Click REGISTER STUDENT for your first child.

1. Type in LEGAL NAME and other basic information about the student. Click CREATE STUDENT.

2. Complete each form and sign your full name (i.e. ‘John Smith’) into the Parent Signature field at the bottom of the page. After signing, click SUBMIT FORM and move on to the next form.

When all forms are complete, you will see a ‘Forms Finished’ message.
SOUTHWEST LOCAL SCHOOL DISTRICT NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

For parents who have students in the district and already have a Final Forms parent account.

- Go to our website www.southwestschools.org
- Click New Student Registration
- Click the Online Registration Forms link

Click ADD STUDENT

- Choose THIS YEAR if enrolling for the rest of the 2020-2021 school year.
- Choose NEXT YEAR if enrolling for the 2021-2022 school year.

Enter information and click Create Student.

Select school where your child will attend (based on your address) and click Submit Selection.

Complete each form and sign your full name (i.e. 'John Smith') into the Parent Signature field at the bottom of the page. After signing, click SUBMIT FORM and move on to the next form.

When all forms are complete, you will see a 'Forms Finished' message.