

## 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](http://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.**

# SOUTHWEST LOCAL SCHOOL DISTRICT NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

**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](http://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.



Parent

← LOGIN

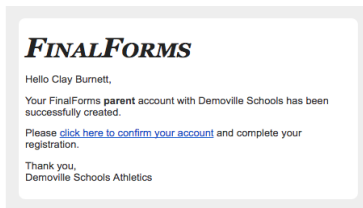
NEW ACCOUNT

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](mailto:support@finalforms.com).*



Create your new Final Forms password and click **CONFIRM ACCOUNT**.

Click **REGISTER STUDENT** for your first child.

**My Students** Register Student Instructions  
MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

Status	Name	Class	Sports/Activities	Actions
No registered students yet...				

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.

Form Signatures  
Parent Signature:  
Your signature MUST match your name: Clayton Burnett  
Student Signature:  
Student must log in to sign.  
Submit Form Skip this form

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

Forms finished!

# 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](http://www.southwestschools.org)
- Click New Student Registration
- Click the Online Registration Forms link



Parent

LOGIN

NEW ACCOUNT

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.

Form Signatures

Parent Signature:

Your signature MUST match your name: Clayton Burnett

Student Signature:

Student must log in to sign.

[Skip this form](#)

	New Student Registration Process
	Contact Information
	Demographic Information
	Additional New Student Info
	Request for Transfer of Records
	Health History & Medical Profile
	Medications
	Injuries & Hospitalizations
	Past & Ongoing Health Conditions
	Emergency Medical Authorization
	Acceptable Use Policy
	Device Usage Agreement Terms
	Media Release
	Transportation Information
	Student Handbook
	Food Service

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

Forms finished!