

SOUTHWEST LOCAL SCHOOL DISTRICT REGISTRATION PACKET GRADES 1-12

To enroll a student for the current or upcoming school year, you will need to complete a student registration online, provide a copy of your child's birth certificate, most recent report card/transcript, provide proof of residency, driver's license, and custody papers if applicable and a copy of the IEP/ETR if applicable. You must make an appointment to bring these documents to the District Registrar at District office at 513-728-8401.

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. You must make an appointment to bring a copy to the District Registrar at District office. Phone: 513-728-8401.*

- Birth Certificate
- Parent/Guardian Photo ID
- Proof of Residency -Please provide ONE of the following
(Additional documents may be required in certain situations.)
 - Mortgage Statement or Deed
 - Lease Agreement (signed by both parties)
 - Utility Bill - 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 are received.

All registration is done on an appointment basis. Please call the District Office at 513-728-8401 to schedule your appointment. No walk-ins accepted. Please note that bus transportation is not available for high school students. If you have questions, please call 513-367-4139 and ask for student registration.

SOUTHWEST LOCAL SCHOOL DISTRICT NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

Parents who don't have students in the district and don't have a Final Forms parent account.

- Go to our website www.southwestschools.org
- Click New Student Registration
- 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

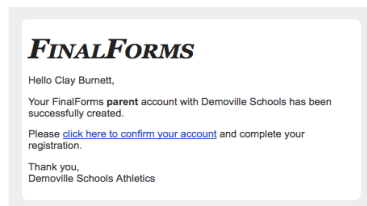
★ NEW ACCOUNT

Click **NEW ACCOUNT** under the Parent Icon.

Type your NAME, DATE OF BIRTH, and EMAIL; then click **REGISTER**.

Check your Email for a FinalForms 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 FinalForms email, please email support@finalforms.com.



Create your new FinalForms password and click **CONFIRM ACCOUNT**.

Click **REGISTER STUDENT** for your first child. **Be sure to choose the correct school year.**

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

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. **If your student plans to participate in a sport, activity, or club**, please click the checkbox for each. Click **UPDATE** after making your selection.

NOTE: A selection can be changed any time until the registration deadline.

3. 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.

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Parent

LOGIN

NEW ACCOUNT

Click **ADD STUDENT**

- Choose THIS YEAR if enrolling for the rest of the 2019-2020 school year.
- Choose **NEXT YEAR. 2020-21** if enrolling for the 2020-2021 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.

Submit Form [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!