

Southwest Local School District

www.southwestschools.org

513-367-4139

KINDERGARTEN REGISTRATION

The Southwest Local School District will begin kindergarten registration for 2023-2024 school year on February 1, 2023. 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 form is 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 2023-2024 school year there will be a limited number of tuition-based spots available. **These registrations will be processed on a first come first served basis. All required forms must be completed, and all documents uploaded in Final Forms and will be time stamped electronically. Students will be placed into open spots based on the order in which registration is completed and required documents submitted. 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 2023-2024 School Year. You will need to print these forms in Final Forms and give them to the Dentist & Physician to complete. Please do not return the paper copies to the Elementary School or the District Office.

All Forms must be completed online, no exceptions.

- 1.) To enter kindergarten, a child must be **five (5) by September 30, 2023.**

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.

- 2.) 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)

- 3.) 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

KINDERGARTEN REGISTRATION PACKET 2023-2024

To enroll a student in Kindergarten for the 2023-2024 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 2023-2024 School Year. You will need to print these forms in Final Forms and give them to the Dentist & Physician to complete. Please do not return the paper copies to the Elementary School or the District Office.

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 2023-2024 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 2023-2024 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.

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

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
 - Lease Agreement That is Not Expired, (signed by both parties} **A Month-to-Month Lease is not sufficient**
 - Current 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. 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.