

## SOUTHWEST LOCAL SCHOOL DISTRICT REGISTRATION PACKET GRADES 1-12

To enroll a student for the 2022-2023 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- 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.
- Proof of Residency -Please provide ONE of the following:
  - Mortgage Statement or Deed
  - Lease Agreement That Isn't Expired, (signed by both parties) ***A Month-to-Month Lease is not sufficient***
  - 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 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.**

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# 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 2022-2023 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

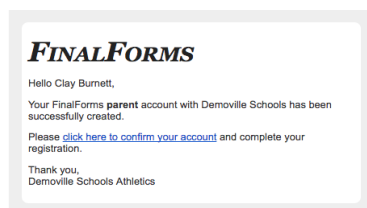
NEW ACCOUNT

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

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

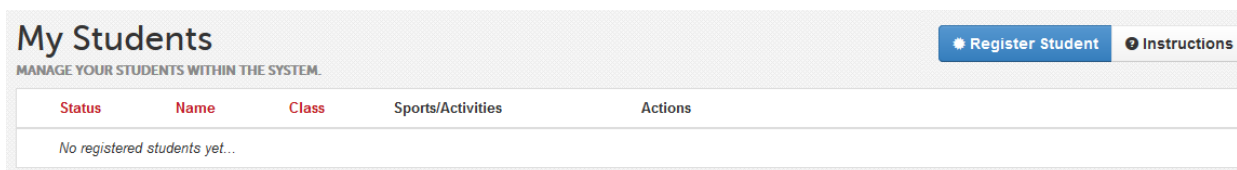
Check your Email for a Final Forms Email and click **CONFIRM YOUR ACCOUNT** in the email text.

*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.



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.

Forms finished!