



[www.southwestschools.org](http://www.southwestschools.org)  
513-728-8529

## **PRESCHOOL REGISTRATION**

The Southwest Local School District will begin preschool registration for the 2026-2027 school year on Monday, March 2, 2026, at 7:00 AM. Preschool registration will only be available online and no applications will be accepted that have been submitted/started before 7:00 AM on Monday, March 2, 2026. **When your online form is complete, and all required documents have been uploaded, please email our Administrative Assistant, Stephanie Ramsey, at [Ramseys@bcsc.org](mailto:Ramseys@bcsc.org) to make sure the documents have been received and are acceptable to complete the registration. You will receive an email back within 48 hours.** All 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. After completion of filling out all forms and uploading your documents your account will be time stamped. Students will be placed into open spots in the program based on the order in which the registration is completed, and all required documents are submitted. **The registration will not be considered complete until all required and acceptable documents based on the Southwest School District Board Policy have been received.** The Physical and 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 2026-2027 school year. You will need to print those forms from Final Forms and give them to the dentist and physician to complete. Once completed, return the forms to the SECLC office, due the first week of school.

**All forms must be completed online, no exceptions.**

**1.) To enter preschool, a child must be **three (3)** by **August 1, 2026.****

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, send an email to [Ramseys@bcsc.org](mailto:Ramseys@bcsc.org) to make sure the documents have been received and are acceptable to complete your registration. Please be sure to indicate your preference of AM or PM at that time.**

The preschool is a half-day program that attends M-Th, no class on Friday. The morning session is 8:20-11:30 AM and the afternoon session is 12:20-3:30 PM. The placement for AM/PM will be on a first come first served request basis. 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 all preschool students to be up to date on their age-appropriate immunizations.

3.) The parent/guardian will be responsible for providing transportation to/from preschool.

The **SECLC Preschool tuition for the 2026-2027 school year will be \$2,200.00.** There are two tuition payment options:

1.) Pay the tuition in full by September 1st and you will receive a \$300.00 discount making your full sum payment \$1,900.00

2.) Make monthly incremental payments (September-April) of \$275.00. With payments due September 1, October 1, November 2, December 1, January 4, February 1, March 1 and April

**School year 2027/2028 Preschool fees will be \$2,800.00**

**School year 2028/2029 Preschool fees will be \$3,400.00**

**According to state law, children who do not meet immunization requirements by the 15<sup>th</sup> day of school will not be permitted to attend school and will be excluded upon the 16<sup>th</sup> day of school until those requirements are met.**

## **SOUTHWEST LOCAL SCHOOL DISTRICT PRESCHOOL REGISTRATION FOR 2026-2027**

To enroll a student in Preschool for the 2026-2027 school year, you will need to complete a student registration online, provide a copy of the child's birth certificate and provide proof of residency, parent/guardian photo id and custody/court documents if applicable. Please note, according to the 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.

Physical and Dental forms are the **ONLY** forms that can be submitted later once they have been completed but must be received by the first day of school for the 2026-2027 school year. You will give these forms to your dentist and physician to complete. Once completed, the forms should be turned in to the SECLC office. You will receive the physical and Dental forms in your child's preschool orientation folder at our Preschool Open House in August or you can print these from our school website.

To start your application:

- Go to Final Forms Website <https://southwestharrison-oh.finalforms.com>
- Parents/guardians who have an account click Login to add a new student and start the 2026-2027 registration.
- Parents who do not have an account click on New Account, type your name, date of birth and email; then click **REGISTER**. Check your email for an email from Final Forms and click to **CONFIRM YOUR ACCOUNT** in the email text and confirm your account through your email to start the 2026-2027 registration process and add a new student.

**(Keep in mind that applications started or submitted prior to 7:00 AM on Monday March 2, 2026, will not be accepted and will be deleted.)**

*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).*

**\*\*\*Parents who do not have students enrolled in the district must create a Final Forms parent account.**

**ADDITIONAL DOCUMENTS REQUIRED-** *The following documents are required; we cannot enroll your child without these documents:*

- **Birth Certificate**
  - **Parent/Guardian Photo ID**
  - **Court/Custody Documents if/when applicable – must include ALL pages.**
  - **Proof of Residency – Please provide ONE of the following:** (Additional documents may be required)
    - § Mortgage State or Deed
    - § Lease Agreement that is not expired, (signed by both parties). **A Month-To-Month Lease is not sufficient.**
    - § Current **Water Bill** – *NO Electric, Phone or Cable bills will be accepted.*
    - § Property Tax Statement
    - § Notarized Southwest Local School District Affidavit of Residency and appropriate documentation.\*
- \*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 Final forms. 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 email [Ramseys@bcsc.org](mailto:Ramseys@bcsc.org), to confirm receipt and confirmation that the documents are acceptable.**