

REGISTRATION INFORMATION

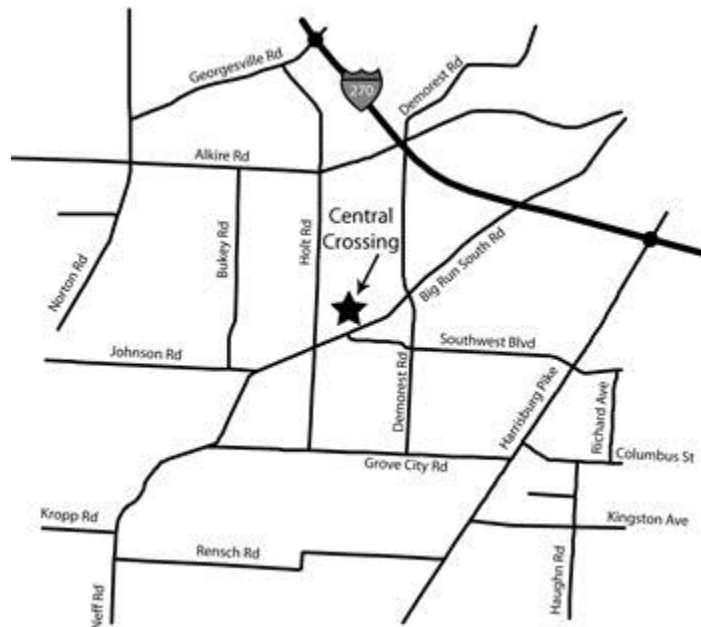
STUDENT ENROLLMENT CENTER 2010-2011 REGISTRATION INFORMATION

24-Hour Information Line: 614-801-8985
Student Enrollment Center: 614-801-6280,
Fax: 614-801-6603

Parents enrolling students in grades kindergarten through 12 in the South-Western City School District for the 2010-2011 school year are invited to register at the new year-round Student Enrollment Center (see map below) located at Central Crossing High School, 4500 Big Run South Road, Grove City, **beginning July 19 from 8:30 a.m. - 4:30 p.m. Monday-Friday.** High school students enrolling during the summer will receive instructions on meeting with their guidance counselor for scheduling purposes.

Students do not need to be present during the registration process. If your child is already enrolled in South-Western, you do not need to re-enroll your child.

NOTE: Parents are required to show a photo ID at the time of registration.



[Student Enrollment Center directions \(spanish\)](#)

Enrollment Forms:

- [English](#)
- [Spanish](#)
- [Somali](#)

Parents/Guardians must present the following documents when enrolling their children in the South-Western City School District:

- Lease, deed, or two current utility bills (gas, water, home phone, electric) in the parent/guardian's name
- The student's original birth certificate, hospital certificate, or baptismal certificate
- In the case of divorce or change of custody, a court document signed by a judge awarding custody to the parent/guardian who is registering the child
- The student's immunization records
- If the student is new to the United States, proof of a negative TB test

How to Register

It is necessary to provide certain documents when enrolling a child in the South-Western City School district (see below). Enrollment is open only to those residents who reside within the South-Western City School District. To enroll, please visit the **Student Enrollment Center**. If you are not sure which school to enroll your child in, please contact Pupil Services at (614) 801-3056 or Communication Services at (614) 801-3027.

I)

A. **PROOF OF RESIDENCY** as established by ONE of the following:

1. Signed lease (rent receipts are NOT acceptable)
2. Signed deed or closing statement
3. Two current utility bills (phone, gas, water, electric) in the parents' name at the enrolling address
4. Completion of a verification of residency form obtained at any school building or the [District Service Center](#), 3805 Marlane Dr., Grove City; (614) 801-3000

PROOF OF CUSTODY OR GUARDIANSHIP granted by a judge through a court of law, if there has been a divorce or dissolution.

1. Divorce or dissolution documents signed by a judge and recorded.
2. If custody or guardianship is BEING CHANGED, we can enroll

a student for a maximum of 60 days, if we have in our possession ONE of the following:

1. A letter from an attorney, on company letterhead, indicating that he/she represents the enrolling adult and the necessary paperwork has been initiated in a court of law.
2. The enrolling adult submits a receipt from Probate Court indicating that an application for guardianship has been filed.
3. Notarized statements and/or powers of attorney are NOT acceptable as proof of custody.

BIRTH CERTIFICATE or other evidence of birth as noted in board policy for each child being enrolled. This includes: original birth certificate, baptismal certificate with seal, or hospital certificate with seal.

D. **IMMUNIZATIONS** as required by law

1. D.P.T. (5)
2. Polio (4)
3. Measles, Mumps, Rubella (2)
4. Hepatitis B (3)
5. Varicella (Chicken Pox) (1)

E. **SOCIAL SECURITY CARD** (*optional*)