

# Central Registration

## Northwestern Local Schools



Welcome to Northwestern Local! We are happy to have your family in our community and in our schools. All registration is done through central registration in the Board of Education Office. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. Summer hours are Monday through Friday, 7:00 a.m. to 3:00 p.m.

Open Enrollment applications are now being accepted for the 2018-2019 school year. The decision to approve or reject an application shall be made one week prior to the beginning of school with the exception of kindergarten, which will be decided upon by the end of the first full week of school. Parents/guardians shall be contacted either in writing or by phone regarding the approval or denial of their child(ren)'s application(s) for Open Enrollment.

A Registration packet will need to be completed and are available at the Board of Education Office, as well as on our website under "parent resources."

What to bring when enrolling your child:

**1- Certified student birth certificate or passport**

**2- Photo ID of the parent/custodial parent/legal guardian.**

ID must be a driver's license or other state issued photo identification.

**3- Proof of Custody**

For divorced or legally separated parents, the parent with legal custody must provide a complete copy of the court ordered agreement indicating which parent has residential custody for school purposes. The documents must be court stamped with the date and applicable signatures.

All custody-guardianship court stamped, dated, and signed documentation is required.

For Foster Placement, the legal guardian will need to present photo identification and enroll student in person, as well as the foster parent will need to present photo identification, proof of residency, and orders of placement from the agency in which the child is in custody.

#### **4- Immunization Records for the student**

#### **5- Proof of Residence**

*A piece of current business mail is required for all enrollments, with the name of the parent or guardian, in addition to the following:*

Homeowners: A current mortgage statement, tax statement, deed, or building permit.

Renters: A current copy of the lease/rental agreement that is signed by both the tenant and the landlord. This must include the rental property address as well. We do not accept hand written letters or hand written receipts.

Living with Another Person: In this situation, the property owner will need to complete a Landlord Affidavit signed by a notary of the public (both are available in the board of education office). The property owner will need to provide the applicable proof of residency and the parent or guardian will need to provide current business mail. These agreements are subject to review and approval by the central registration office.

#### **6- Individualized education plan (IEP)**

If your child has an IEP from his previous school, please provide the most recent copy during the time of enrollment to assist with best placement for the student.

#### **7- PRE SCHOOL ONLY: A Child Medical Statement completed by a physician.**

This form can also be found on our website under "parent resources."

#### **8- Grades 7-12 ONLY- A copy of a transcript or current report card from previous school.**

We ask that this be provided in order to schedule classes in a timely manner.