



Checklist for Enrollment

Step 1: Complete the New Student online registration application and schedule your registration appointment.

- You will create a username and password for your application. Keep this information safe to refer back to.
- At any time during the online application, you may “Save” the information and go back to it to complete it at a later date, but it must be completed to schedule your registration appointment to finalize enrollment.
- You will be permitted to schedule your registration appointment via the online application. (1 appt per child)

Step 2: Collect the Required Documents for your Registration Appointment:

_____ **Parent/Guardian Valid Photo ID** – Driver’s license, state photo ID, passport, or government issued photo ID.
Only the parent/guardian of the child may complete the registration appointment process.

_____ **Student(s) Original/Certified Birth Certificate or Passport** – (photocopies are not acceptable)

- You can obtain a birth record from the city or county health department where the birth occurred.
- Born in Ohio: Contact the Delaware General Health District, Office of Vital Statistics.
 - Walk-in hrs M-F 8-4:30pm 1 West Winter St (2nd floor) Delaware, OH 43015.
 - Phone orders: 740-368-1700 or 740-203-2021, Online orders: www.vitalchek.com
 - Check their website for more info: delawarehealth.org/birth-death-certificates-delaware/

_____ **Proof of Residency – Only families residing in the Olentangy District can register for Olentangy schools.**

- Auditor’s website summary page, settlement statement, mortgage statement, home purchase contract, deed, property tax statement, valid signed lease/rental agreement. **WE DO NOT ACCEPT BILLS.**
- Persons living with another Olentangy homeowner/renter are asked to contact the NSWC for details on providing proof of residency. **WE DO NOT ACCEPT BILLS.**
- Please check the Olentangy website olentangy.k12.oh.us under “ABOUT OLENTAGY” find “ATTENDANCE AREAS” and use the GIS MAP TOOL to see what schools your Olentangy address attends.

If Applicable, the following are also required for your Registration Appointment:

_____ **Custody documentation**– judge signed court stamped custody documents indicating custodial/residential/school placement parent/guardian.

- Shared Parenting Decree (signed by the judge) with Shared Parenting Plan (indicates school placement parent), Divorce Degree (indicating sole custody), Magistrate’s Orders, Guardianship Documents, Adoption Documents, or Foster placement paperwork.

_____ **Tuberculosis TB test results or chest X-ray** – if the student has been born outside of the US in a TB endemic region or visited a TB endemic region for 3 or more months. Please check the list of TB endemic countries under TB Test Requirements on the New Student Welcome Center site to see if your student needs a TB test. The TB test results take at least 2 days to process, so please schedule your registration appointment when you receive these results to have them for your scheduled appointment.

In addition to your family doctor, the following are local clinics you can call to confirm hours and fees for the TB test.

- Kroger Little Clinic – 6417 Columbus Pike Lewis Center, OH 43035 – 740-201-6515
- CVS Minute Clinic – 9151 S Old State Rd, Lewis Center, OH 43035 – 614-846-8027
- Delaware General Health District Clinic Services – 3 W. Winter St., Delaware, OH 43015 – 740-203-2040



Checklist for Enrollment

Step 2: Collect the Required Documents for your Registration Appointment (continued)

Please bring these documents if applicable:

_____ **Special Education/Special Services** – Current copy of IEP, ETR, MFE or 504

_____ **Recently updated immunization records, if they will not be found in the student's previous school's file**

_____ **Students coming from outside the US** - Previous school academic records and immunizations.

All documents must be officially translated into English. It is the parent/guardian's responsibility to provide officially translated documents.

Step 3: Meet with the New Student Welcome Center with the required documents at your scheduled appointment.

- Only the school placement parent/guardian may complete the registration appointment.
- Children are welcome, but not required to attend.
- Appointments last approximately 30 minutes per student enrolling.
- Please note: If you are registering during the school year for the current school year, your child's first day will be at least **2 school days** after you have completed the registration process and you will be responsible for transporting your child(ren) to school on their first day.

Additional Information for 2019-20 Kindergarten Registration ONLY

- Student must be five years old by September 30, 2019 to enroll in KG.
- Olentangy Elementary Schools attempt to screen the majority of new incoming kindergarteners during a scheduled screening day at the school the student will be attending. No worries if you miss this KG screening opportunity, the school will screen the remaining of the kindergarteners during the first weeks of school.
- Parent/Guardians will receive KG screening information at the NSWC registration appointment.
- Kindergarten students attend a full school day on a Monday/Thursday or Tuesday/Friday schedule with alternating Wednesdays.
- Please check the district website www.olentangy.k12.oh.us under "ENROLLING" see "Kindergarten" for more KG information.

Additional Information for Preschool enrollment – All preschool enrollments must first complete a preschool application through the preschool. Please visit the Preschool Program page at www.olentangy.k12.oh.us, under "ABOUT OLENTANGY" click "PRESCHOOL" to obtain more information on the Preschool program and application.

We look forward to meeting you at your scheduled appointment. ☺