

# **Sylvania Schools Requirements and Instructions for Student Registration**

## **2016-2017 School Year**

### **Enrollment/Registration is by appointment only: For appointments call 419-824-8581**

#### **Please be prompt for your appointment. If you are late, you will need to reschedule for another time.**

In complying with the legal requirements of the "Missing Child Act" and the Sylvania Board of Education, the following information and documentation must be on file:

**1. Official Birth Certificate with raised seal (hospital certificate is not acceptable)** If you do not have an original, you may obtain a certified copy of a birth certification through the Toledo Lucas County Health Department – Vital Statistics Department at 635 N. Erie St., Toledo, Ohio 43624. There is a fee for each requested copy. They will make a certified copy for you while you wait, Mon. - Fri. 8:00 - 4:30 or call them a 419-213-4100.

**2. Custody Papers (if child is not living with both biological parents)** If legal custody has not been established, the petitioner must present a filed court motion for change of custody of the child. The petitioner has **sixty (60) days** from the time of enrollment to produce a Journal Entry of Judgment establishing custody proceedings. If legal custody has already been established, please bring the file stamped document with all signatures. A copy will be made for school records.

#### **Foster Placed Children Items Required:**

- A. Initial custody and placement document from County with parent name & address listed
- B. Interim Order – with hearing date listed
- C. School Notification letter from County
- D. Journal Entry with school district responsible listed (this document available after hearing date)

**3. Photo ID of Parent/Custodial Parent/Guardian must be presented when registering student.** Also, any paperwork showing a parental name change (i.e. divorce/re-marriage) must be presented.

**4. Immunization Record:** Must be submitted to school prior to first day of attendance or in previous school records.

**5. Proof of Residency-** You must provide the following:

- **Current** utility bill (showing your name and address)
- **Signed** Purchase Agreement (utility bill must be presented within 60 days)
- **Signed** Lease Agreement (utility bill must be presented within 30 days)
- **Signed** Building Agreement (utility must presented within 90 days)  
If you are building a home in Sylvania, your child may attend Sylvania Schools for up to 90 days prior to your residence in the district. After 90 days, you will be charged tuition, which is at the school years current rate.

#### **► For persons living with family or friends – You will need the following at the time of registration:**

- **Section "C" (Statement of Domicile) needs to be completed and notarized**
- **Moving in with a person in an apartment or leased house will not be accepted unless your name is on the lease**
- **Utility bill of the person you are living with**
- **Utility bill, paycheck stub, W2 document or other government document with the parent name and same address as the person you are living with (30 days)**

**6. Special Education –** If a child is receiving Special Education services, **the parent(s) must** bring a copy of the current IEP (Individualized Education Plan) and current Evaluation (ETR – completed every 3 years) that made your child eligible for special education services. Sylvania Schools is not responsible for obtaining these documents from the previous school. **A child cannot start school until these documents have been verified as current.**

1. Children must be 5 years old on or before August 1<sup>st</sup> to be enrolled in kindergarten in the Sylvania School District.
2. Please have all forms completed before you come to your appointment. Enrollment/Registration forms cannot be filled out during your appointment.
3. If immunizations are not presented at time of enrollment or not received in previous school records, your child may be excluded from school until proof of immunization is provided.
4. Junior and Senior High School students must call their school counselor for an appointment to schedule classes. At the appointment the Parents/Students must provide the counselor with a recent transcript. **SCHOOL ADMINISTRATION MAY REFUSE ENROLLMENT/SCHEDULING UNTIL PROPER DOCUMENTS ARE PRESENTED.**

Northview High School 419-824-8570

Secretary, Ann Kuebler #5112  
 A to Fl Crystal Burnworth #5108  
 Fo to L Melanie Rogers #5109  
 M to Ro Kate Henk #5110  
 Ru to Z Stacie Wachowiak #5111

Southview High School 419-824-8580

Secretary, Lisa Yoshino #6112  
 A to Fe Michelle Peer #6110  
 Fi to Le Tony Geha #6111  
 Li to Ro Jodi Hess #6113  
 Ru – Z Teresa Ontko #6114

Arbor Hills Junior High 419-824-8640

Secretary, Deb Wilson #4104  
 A - L Amy Barricklow #4107  
 M - Z Liz Casey #4106

McCord Junior High 419-824-8650

Secretary, Kyle Hensley #4298  
 A – L Marcia Robie #4205  
 M – Z Valerie Long #4204

Timberstone Junior High 419-824-8680

Secretary, Cheryl Draheim #4300  
 L - Z Rochelle Ford #4307  
 A - K Brittany Robbins #4306

Elementary Schools

Central 419-824-8610 Stranahan 419-824-8614  
 Highland 419-824-8611 Sylvan 419-824-8615  
 Hill View 419-824-8612 Whiteford 419-824-8616  
 Maplewood 419-824-8613

**Athletics Directors:**

Northview – Chris Irwin 419-824-8570 #5113  
 Southview – James Huss 419-824-8580 #6115