



Checklist for Enrollment

Step 1: Complete the New Student online registration application and schedule your phone registration appointment. <https://registration.olsd.us/>

- 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.
- If the option is available, please make sure to choose the correct school year enrolling: Current School Year or Next School Year.
- Please complete the application in proper case with only the first letter in all names capitalized and the rest of the letters lower case. (**Proper Case**) Thank you.
- You will be permitted to schedule your phone registration appointment via the online application. (1 appt per child)

Step 2: Collect the Required Documents for your phone 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) Certified Birth Certificate and/or Passport**

- Birth certificate preferred, but the passport is requested if the student was born outside the US for student's name verification.
- 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: <http://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 <https://www.olentangy.k12.oh.us/> under "ABOUT US" 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 phone 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 was 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 after you receive these



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results to have them for your scheduled appointment. **These are required at your registration 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

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

Please upload or email these documents if applicable:

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

_____ **Recently updated Immunization/Shot records** – These will be required 2 weeks after first day of school, if not provided at registration appointment.

_____ **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: The New Student Welcome Center will call you at your appointment time at the primary number provided on the registration. Please have the required documents uploaded to registration or emailed to NSWC@olsd.us prior to the appointment.

- Only the school placement parent/guardian may complete the registration appointment.
- Appointments last approximately 10-20 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 Kindergarten Registration ONLY

- Student must be five years old by September 30th of the school year they are enrolling into KG.
- Parent/Guardians will receive KG screening information at the NSWC registration appointment.
- All Olentangy Elementary Schools attempt to screen the majority of new incoming kindergarteners during a scheduled screening day (March-May) at the school the student will be attending. No worries if you miss this KG screening opportunity, the school will access the remaining of the kindergarteners during the first weeks of school.
- 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 "ENROLL" see "[Kindergarten](#)" for more KG information.

Additional Information for Preschool enrollment – All preschool enrollments must first complete the preschool process through the preschool office. Please visit the Preschool Program page at <https://www.olentangy.k12.oh.us/Preschool>, to obtain more information on the Preschool process.

All registration appointments are held with the **New Student Welcome Center via Phone Conference.**
We look forward to speaking with you at your scheduled appointment.