



# Oldham

## COUNTY SCHOOLS

*Continuing the Tradition of Excellence*

**TO: Oldham County Parents/Guardians**

**FROM: Department of Pupil Personnel/School Health Services  
Oldham County Board of Education**

**RE: 2023-2024 Enrollment and School Health Requirements**

The following is a list of enrollment & school health documents required by the state of Kentucky and Oldham County Board of Education.

**PROOF OF RESIDENCY:** Proof of residency in Oldham County is required. Parent/Guardian should bring a utility bill (LG&E, KU, Louisville Water or Oldham County Water) or a rental agreement, if applicable. You may also be asked to provide a Residency Affidavit Form. Driver's licenses are not acceptable to prove residency.

**BIRTH CERTIFICATE:** Kentucky law requires a certified copy of the student's birth certificate upon enrollment. The school must view the original copy received from the state and make a photocopy for the student's file. *Hospital and billfold size birth certificates are not acceptable.*

**CUSTODY:** It is the parent/guardian responsibility to keep the school informed of changes in custody by providing the office with current and complete legal documents each year. These legal documents must be on file in the school office prior to the first day of school.

**IMMUNIZATION CERTIFICATE:** (KRS 158.035) each student must have a **current** *Kentucky Immunization Certificate* on file in the school office at ALL times. The school will keep the original form. **\*SPECIFIC IMMUNIZATION REQUIREMENTS FOR KINDERGARTEN AND 6<sup>TH</sup> GRADE ENTRY\* PLEASE SEE SCHOOL OFFICE FOR INFORMATION**

- In-State enrollees will be required to provide proof of a current *Kentucky Immunization Certificate* **upon enrollment**
- **Out-of-State enrollees:** May be required to provide their out of state immunization document to the Oldham County Health Department for transfer **PRIOR** to enrollment. Depending on your child's current immunization documents, we may be able to accept the certificate as is. If a Kentucky Certificate is necessary, the Oldham County Health Department will provide the parent/guardian with an *Immunization Transfer Receipt* which is then provided to the school to complete enrollment. OCHD is located at 1786 Commerce Parkway, LaGrange, KY.  
Phone: 502.222.3516.

**SCHOOL PHYSICAL EXAMINATION:** (704 KAR 4:020) A *Kentucky Preventative Health Care Examination* is required for **ALL** enrolling students. This physical examination must be completed on a *Kentucky Preventative Health Care Examination Form*.

This examination will be required **UPON ENROLLMENT** for a child's initial entry into Kentucky public school (K- Grade 12) and/or when entering into sixth (6<sup>th</sup>) grade within a period of twelve (12) months prior to the first day of school. This form must include a medical history, growth and development, general appearance, physical assessment, and recommendations to the school regarding health problems that may require special attention in the classroom or physical education activities. The school will keep the original form. Out-of-state enrollees have thirty (30) days to complete this requirement.

**EYE EXAMINATION:** (KRS 156.160.8) Proof of a vision examination by an optometrist or ophthalmologist completed on *Kentucky Eye Examination Form for School Entry*. This evidence shall be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled in public school, public preschool, or Head Start Program. The school will keep the original form.

**DENTAL SCREENING/EXAM:** (KRS 156.160(i)) Requires proof of a dental screening or examination by a dentist, dental hygienist, physician, health department registered nurse with KIDS Smiles Training, registered nurse with Smiles For Life Training, advanced registered nurse practitioner, or physician assistant completed on the *Kentucky Dental Screening/Exam Form for School Entry*. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

Revised 1/25/16, subject to change based on State of KY notification  
Revised 10/18/2017, subject to change based on State of KY notification  
Revised 02/07/2018  
Revised 2/24/2021

