

Online Registration & Student Forms

Follow these three easy steps to register your child(ren).



NEW STUDENTS

STEP 1 Navigate to *FinalForms*

Note: During the *FinalForms* registration process, you will receive an **ACCOUNT CONFIRMATION EMAIL**. Follow the directions in the email to confirm your *FinalForms* account.

The screenshot shows the Lakewood Local School District website. On the left, a red sidebar menu has four items: 'Back to School', 'Parent Resources', 'Student Resources', and 'Staff Resources'. A yellow arrow points to 'Parent Resources'. Below the sidebar, text reads: 'Go to www.lakewoodlocal.k12.oh.us. Click on **Parent Resources** and select **Student Registration**.' In the center, a dark blue banner features the 'Purple Star' logo and text: '9th Annual AP District Honor Roll Recipient', '525 E. Main Street Hebron, OH 43025', 'P: 740-928-5878', 'F: 740-928-3152', and 'CollegeBoard AP'. Below the banner, text reads: 'Internet Safety Resources Student Registration'. A yellow arrow points to 'Student Registration'. On the right, a white box shows the 'Parent' login screen with 'LOGIN' and 'NEW ACCOUNT' buttons. A yellow arrow points to the 'NEW ACCOUNT' button. Below the screenshot, text reads: 'This takes you to Lakewood *FinalForms* portal. Create your account or log in if you have already created an account.'

STEP 2 Complete Student Information

To complete this step, you will need: basic medical history & health information, insurance company & policy number, doctor/dentist/medical specialist contact information, hospital preference & contact information.

- Locate and click the **NEW STUDENT REGISTRATION PROCESS** button.
- Complete each form and sign your full name in the parent signature field.
- After signing, click **SUBMIT FORM** and move to the next form.
- When you have completed all forms, you will see a **FORMS FINISHED** message.
- Repeat the steps above to register additional new students.
- Schedule an in-person **REGISTRATION** appointment.

STEP 3 Attend Your Registration Appointment

- Attend your scheduled in-person **REGISTRATION APPOINTMENT** with the necessary documentation.
- Necessary documentation is listed in the *FinalForms* portal and is listed on the back of this page.

Student Registration Center

Jackson Intermediate School: Building B
9370 Lancer Rd, Hebron OH 43025

Hours: M – F from 8am – 4pm

Phone: 740-928-1915

Fax: 740-928-3756

Email: lakewoodregistration@lakewoodlocal.k12.oh.us

REQUIRED DOCUMENTATION FOR NEW STUDENTS

The following documentation is required to be presented to school personnel at the time of your registration appointment:

1. Student's Original or Certified Copy of Birth Certificate
2. 2 Proofs of Residency (Select any 2 from the list below)
 - Current rental/lease agreement
 - Deed or closing documents
 - Current Gas bill or service verification, showing service address (not mailing address)
 - Current Electric bill or service verification, showing service address (not mailing address)
 - Current Water bill or service verification, showing service address (not mailing address)
 - Current Cable bill or service verification, showing service address (not mailing address)
 - Current Trash bill or service verification, showing service address (not mailing address)

Please note: If you are currently living with family or friends that live in the Lakewood Local School District, you must submit a notarized duplicate residency form (this can be found on our website under "DISTRICT" then "UPDATE FORMS & REGISTRATION") along with 2 proofs of residency from the list above, in the name of the person with whom you are residing.

3. Custody Documents, if applicable, (Shared Parenting Agreement, Divorce Decree, Magistrate's Order, Court Appointment Guardian, Grandparent Power of Attorney, etc.)

Please note: All court documents must have court stamp and judge's signature.

4. Student Immunization Records
5. Parent or Guardian's Photo ID
6. IEP/ETR or other Special Education Placement Information, if applicable.

IMMUNIZATIONS

New Kindergarten Students: By law, all required vaccinations must be received before student can attend school. Required vaccinations are:

- 4 or more doses DTP
- 3 or more doses Polio
- 3 doses Hepatitis B
- 2 doses MMR
- 2 doses Varicella

Additional immunizations needed

7th grade students: 1 dose meningococcal and 1 dose Tdap

12th grade students: 2 doses meningococcal (If 1st dose was administered on or after the 16th birthday, a second dose is not required.)