



CHECKLIST FOR ENROLLMENT

Step 1: Verify you live in the district boundaries.

Please use the [Interactive Attendance Area Map](#) to verify you live within the district boundaries.

Step 2: Collect the Required Documents:

- **Photo Identification for Custodial Parent/Guardian**
 - *Only the parent/guardian may complete registration.*
- **Original Birth Certificate for Student.**
 - Passport may be requested if student was born outside the US for student's name verification.
 - [Order an Ohio birth certificate.](#)
- **Proof of Residency**
 - Purchased a home: settlement statement, warranty deed, tax bill, mortgage statement
 - Building or Purchasing: contract signed by you and builder/seller must be moved 90 days from the student's start date.
 - Leasing/Renting a home: valid signed lease/rental agreement, must be signed by you and the management.
 - Individuals living with another Olentangy homeowner/renter are asked to contact the NSWC (New Student Welcome Center) for details on providing proof of residency.
 - **WE DO NOT ACCEPT BILLS.**
- **Custody Documents (if applicable)**
- Must be court files, signed by judge or magistrate, stamped, and in their entirety.
- **Special education records, such as IEP/ETR/504**
- **Immunization records.**
- **Tuberculosis TB test results or chest X-ray.** [Olentangy's TB test requirements](#)

Step 3: Complete the New Student [online registration form.](#)

- Create username and password.
- One registration form per child.
- You can save the form at any time and return to the form and complete it later.
- Upload required documents.

Step 4: Watch your email.

- If you are missing any documents, we will let you know via email.
- If all required documentation is received, we will email you a confirmation email stating your child is enrolled.
- **If we have questions about your submission, we will call you.**

[Kindergarten Registration Information](#)

[Olentangy Preschool Information](#)

