

Final Forms Enrollment Instructions



Enrollment for the 2024-2025 school year will open on March 1st on Final Forms

Enroll your student in three easy steps.

1. Fill out all final forms online to initiate the enrollment process.
 - a. Go to our district website: <https://www.ashlandcityschools.org/>
 - b. Click on “forms” in the upper right corner of the webpage.
 - c. Click on the Final Forms logo on the webpage.
 - d. Click on “New Account” if you are new to Ashland City Schools. If you already have an account and would like to register as a new student, click on “login.”
 - e. If you are scheduling for the 24-25 School Year, please be sure to select the correct school year in Final Forms.

2. Collect all of the required documents, and bring hard copies to your enrollment meeting.
 - a. Child's birth certificate.
 - b. Proof of custody (If the child does not reside with biological parents at the same residence).
 - c. Proof of residency in the district (proof of property ownership, utility bill, or lease agreement).
 - d. Immunization records.
 - e. Current grade card or academic progress report.

3. Call Mrs. Bartlett at Ashland High School to set up an enrollment meeting (legal guardian and student attend the enrollment meeting together). Phone number: 419-289-7968 ext. 3304.