



Learn Today. Dream Big.  
Lead Tomorrow.

# Parent/Guardian CHECKLIST of what's needed to enroll

## ONLINE ENROLLMENT

Please log-on to our website at

**enroll.norwoodschoools.org**

*This link is in the upper right corner*

Once your forms are completed online, you can upload the documents necessary for Registration to your child's folder in Final Forms.



Parent

→ LOGIN

\* NEW ACCOUNT

*~Pre-School Registration is not complete until your Deposit is received.~*

## DOCUMENTS NECESSARY FOR REGISTRATION

- Birth Certificate *Certified Original Copy*
- Parent/Guardian Photo ID *Must be Current*
- Immunization Record
- Physician Assessment *Preschool ONLY*
- Custody Papers  
*Copy of recorded document is required for a child whose parent/guardian have any legal situation that affects the custody of the child.*
- IEP/ETR/MFE Documents (if applicable)
- Proof of Residence *Must be in the PARENT/GUARDIAN'S name*

You will need TWO of the following: *Must be complete page copy & dated within past 30 days*

- Signed Lease/Rental Agreement  
*This must be current & will be required to be updated upon expiration.*
- Utility Bill: *Duke Energy* or *Water Service*
- Cable / Phone / Internet Bill
- Hamilton Co. Job & Family Services letter
- Payroll check stub
- Auto Insurance Policy (*current year*)
- Affidavit of Residency (*form available at the Enrollment Offices*)

*This document must be signed by the parent/legal guardian and the owner of the property together in front of the Notary Public Registrar located in the High School Guidance/Enrollment office.*

**Your child's enrollment will not be complete until all necessary documents have been received and reviewed.**

**You will receive a confirmation email from Final Forms with your child's school building assignment once the enrollment is complete.**