

## KINDERGARTEN PRE-REGISTRATION CHECKLIST 2025-2026

Welcome to Lake Local Schools! We are excited to have your child here to begin their educational journey. In order to enroll your custodial child in the Lake Local School District, the following documentation must be provided. No student will be officially enrolled and eligible to start classes until all required forms and documentation are completed, received and approved.

Lake Local Schools has partnered with FinalForms, an online forms and data management service. **In order to register your kindergarten student, you must first go to the Lake Local webpage: [www.lakelocal.org](http://www.lakelocal.org). Click 'Registration' and then 'Pre Registration for Kindergarten'.** You will then be directed to set up a FinalForms account. Parents/guardians will find a page with step-by-step instructions on how to log-in and create an account for their new kindergartener or add a new kindergartener to your current account. **When the FinalForms tabs are finished and signed, the required documents shown below need to be brought to the Lake Primary office to complete the registration.**

### REQUIRED DOCUMENTATION

<input type="checkbox"/>	<p><b>1. Residency Declaration Form</b>, must be completed and notarized.</p>
<input type="checkbox"/>	<p><b>2. Provide 3 proofs of your address.</b> Acceptable proofs include any combination of THREE (3) of the following and <b>must have a current date and be in the custodial parent's name.</b></p> <ul style="list-style-type: none"> <li>● Utility Bills (ie Electric, Gas, Water/Sewer)</li> <li>● Parent/Guardian's Driver's License with current address</li> <li>● Mortgage Statement or Deed</li> <li>● Lease or Rental Agreement</li> </ul> <p><b>2A.</b> If you are in the process of building a home of residence in the Lake Local School District, the following submissions are required:</p> <ul style="list-style-type: none"> <li>● a) Documentation from the builder showing the custodial parent name as purchaser and the address of the home being built. Final closing documents must be received within 90 days under this exception. If documentation is not received, tuition may be billed. You will have 30 days after closing to present 2 additional proofs of your new address.</li> </ul> <p><b>2B.</b> If you have purchased a home in the Lake Local School District but have not closed, a copy of your purchase agreement is acceptable. Final closing documents with proofs of address must be received within 60 days under this exception. If documentation is not received, tuition may be billed.</p>
<input type="checkbox"/>	<p><b>3. Birth Certificate:</b> An original or copy of a state-issued certified birth certificate must be presented. <b>The child must be five years old on or before August 1st of the current school year.</b></p>
<input type="checkbox"/>	<p><b>4. Immunization Documentation:</b> A copy of the most recent immunization record is required for school entry.</p>
<input type="checkbox"/>	<p><b>5. Parent Identification:</b> A copy of a photo ID, such as a driver's license, of the custodial parent/guardian.</p>
<input type="checkbox"/>	<p><b>6. Custody Documentation:</b> If applicable, the most recent court orders allocating parental rights and responsibilities or other documents allocating custody or guardianship. This COMPLETE document must be a certified copy of a judgment entry, court order, or decree signed by a judge and filed with the clerk of courts.</p>