

Registration Information

In order to register at any time of year, families must go to the Educational Services Center. You cannot enroll at the school building you will be attending. The ESC is located at 900 Mulberry St, Zionsville, IN 46077.

Required Documents for Enrollment

- Birth certificate (or passport)
- Two proofs of residency
- Immunization Records

Proof of Residence

In order to attend Zionsville Community Schools, students must reside within the boundaries of the District as defined by school board policy 5111. Any current document that contains the Zionsville resident's name and Zionsville address is acceptable as proof of residence. **Two proofs of residency are required to enroll in the district.** A few examples are listed below:

- Signed Purchase or Rental Agreement
- Utility Bill
- Insurance Documents
- A driver's license is NOT proof of residence.

For more information regarding requirements please contact our Residence Specialist at the Educational Services Center at 317.873.2858.

Building and Purchasing Questions

If you are currently in the process of building or purchasing a home and have not yet established or met the residency requirements, you must contact our Residence Specialist, Lynn Kissel, at the Educational Services Center at 317.873.2858 to acquire the needed document to establish residency before you can enroll your child/children.

Late Move-ins and Delayed Residency

Parents/guardians must provide either a copy of an accepted purchase agreement on a home located in the ZCS, proof that a residence is under construction within ZCS boundaries, or a copy of a signed lease or written signed statement for an apartment or other rental property in ZCS from a rental agency or individual indicating the date of occupancy. Such documents must be notarized and printed on business letterhead. The current daily tuition rate will be assessed if the delayed residency or late move-in exceeds 30 days.

Shared Residency

If you reside with someone who lives within the Zionsville Community School boundaries you must contact the Residence Specialist. The Zionsville resident you are residing with must provide proof of residence and such proof of residence must be notarized by the Residence Specialist. No homeless child will be denied enrollment based on a lack of proof of residence. For further information visit our website or contact the Residence Specialist at 317.873.2858.

Custodial Requirement for Enrollment

A guardian or custodian who is enrolling a student must provide a copy of the court approved document substantiating guardianship or custody of the student. An adult who is a non-custodial parent or does not have legal guardianship and is attempting to enroll a student must contact the Educational Services Center 371.873.2858 for assistance to complete enrollment.

Withdrawal Procedures

Parents/guardians must notify the school office personnel of an impending move (in advance if possible) so that records may be prepared for transfer to the child's new school. Per IC 20-8.1-6.1-1 (7) Where a student's legal settlement is changed after the student has begun attending school in a school corporation in any school year, the effective date of change may be extended until the end of that semester or, at the discretion of the school, until the end of that school year. Remaining records will be mailed upon request by the office personnel of the new school.