

ALLEN EAST LOCAL SCHOOLS NEW STUDENT ENROLLMENT

Welcome to Allen East Local Schools! We are delighted to have you and your child join our Allen East community! We understand that choosing the right school is a significant decision, and we are honored that you've entrusted us with your child's education. To enroll your child, please complete the steps below:

- Enroll your student on Final Forms at <https://alleneast-oh.finalforms.com>. A separate enrollment is required for each student. Click on “Enroll & Emergency Medical Form” on the Allen East website for more information.
 - *Note – this CANNOT be completed prior to August 1st for the following school year
- Bring the following documents into the appropriate Building Secretary, or upload directly to your child’s Final Forms enrollment:
 - Birth Certificate
 - Three (3) proofs of residence (ex: deed, escrow papers, rent receipt, builder agreement, recent utility bill, payroll stub, driver’s license, bank statement, voter registration)
 - Immunization records
 - Court order for custody or guardianship, if applicable
- If you are not a resident of Allen East, you are required to fill out an Open Enrollment application annually. Applications are on the Allen East website under Forms/Links – Parents & Community – Forms & Documents --> “Open Enrollment Form”. A separate application is required for each student.
- Create a PaySchools account to complete a Free/Reduced Lunch Application, pay school fees, or add money to your child’s lunchroom account. Click on “Payschools/Free & Reduced Lunch” on the Allen East website.

ALLEN EAST LOCAL SCHOOLS

9105 Harding Highway, Harrod, Ohio 45850
(419) 648-3333
www.alleneastschools.org

Elementary Office – extension 1004
Middle School Office – extension 2003
High School Office – extension 2002