



DISTRICT ADMINISTRATIVE OFFICE

110 Tippet Court
Sunbury, Ohio 43074
740.965.3010
www.bwls.net

STUDENT ENROLLMENT REQUIREMENTS FORM

Student's Name: _____ Enrolling Grade: _____

____ 1. **Complete Online Student Registration Form and Schedule Appointment to Bring Required Documents (calendar link is online after completion of registration)** - This will require previous school information, emergency contacts, your child's health history and, if applicable, custody information.

____ 2. **Original Birth Certification** - (*Ohio Revised Code 3313.672*)

One (1) of the following to be provided on enrollment:

____ a. A Certified Copy of the Birth Certificate (preferred)

____ b. A birth affidavit

____ c. A passport showing date and place of birth

Please note: If a Birth Certification is not presented ***within fourteen (14) days of enrollment***, or the document appears to be inaccurate or suspicious, appropriate authorities will be notified as defined in the Missing Children's Act (*Ohio Revised Code 2901.30*).

____ 3. **Residency Verification** - One cannot establish a residence by simply purchasing a house or apartment. It must be the place where important family activity takes place during significant parts of the day (*Ohio Revised Code 3313.64*)

One (1) of the following must be provided ***within fourteen (14) days of enrollment***:

____ a. Current gas, electric or water bill (phone or cable bill is not accepted)

____ b. Copy of lease (must list names of all occupants)

____ **Application for Families Moving Into the Big Walnut Local School District** - to be completed when non-residents are building or buying a home in the district and are waiting on possession and will have ninety (90) days from the date of enrollment to establish residency. When the house process is complete (building or buying), must provide proof of residence.

____ **Residency Affidavit** - to be **completed and notarized** when families are residing with relatives or friends. The resident family must provide proof of residence.

____ 4. **Immunization Records** - Immunization records must be provided to the school district within fourteen (14) days of enrollment. After that time, the student may not attend school until written proof is received. (*Ohio Revised Code 3313.671*)

____ 5. **Divorce/Custodial Documentation** (if applicable) - Certified court order allocating parental rights and responsibilities, or other documents allocating custody or guardianship. Documents are required to be provided to the school district ***within fourteen (14) days of enrollment***. If a divorce or guardianship situation exists, we must have a certified full copy of the order or decree. **This is per State of Ohio Law (*Ohio Revised Code 3313.672*) and the Missing Children's Act.**

____ 6. **Valid Photo ID of Parent/Guardian**

____ a. Driver's license or State photo ID

____ b. Passport or a Government issued ID

____ 7. **Current IEP, ETR (if applicable)**

Students without appropriate records will be admitted under temporary enrollment for a period of fourteen (14) days, unless extended by the principal or superintendent. I understand what documents are needed to complete the enrollment process and what time frame I have to produce the document(s).

Parent's Signature _____

Date _____

Enrolling Secretary Signature _____

Date _____