Van Wert
Early Childhood Center
Education · Innovation · Tradition

1120 Buckeye Drive
Van Wert, OH 45891
(P) 419-238-0384
(F) 419-238-2137

NEW STUDENT REGISTRATION | EARLY CHILDHOOD CENTER

NAME OF STUDENT	REGISTERING FOR WHAT GRADE

SCHOOL YEAR	START DATE FOR VAN WERT CITY SCHOOLS

Preschool - For information on registering a preschool age child, contact the Van Wert Early Childhood Center, located at 1120 Buckeye Dr., Van Wert, OH 45891. Phone (419) 238-0384.

Kindergarten - Kindergarten registration for the 2026-2027 school year will take place at the Van Wert Early Childhood Center located at 1120 Buckeye Drive, Van Wert, OH 45891. To attend kindergarten, a child must have attained the age of five on or before the first day of the district's school year (August 19, 2026). No child shall be admitted to first grade who has not successfully completed kindergarten.

There is no kindergarten screening prior to the beginning of the school year. Kindergarten screenings are conducted within the first six weeks of the school year while the children are in school.

The following documents are required at the time of registration:

- Completed Registration Packet
- Child's Official Birth Certificate
- Child's Immunization Records
- Parents/Guardians Photo ID Copy
- Custody DeCree
- Court Orders (If Applicable)
- Grandparent POA or Caretaker Authorization (If Applicable)
- Proof of Residency in the Van Wert City School District for parent/legal guardian (consisting of a deed, building permit, rental agreement, tax statement, voter registration, or completion of Form 5111 F2)

Acceptable forms of documentation include: telephone bill (landline), utility bills, mortgage or lease agreements, parent affidavits, rent payment receipts, a copy of a money order made for payment of rent, or letter from a parent's employer that is written on company letterhead to establish residency.

When the school is in receipt of registration forms, parent/guardian will receive an email from FinalForms, our online forms and data management service, instructing them to follow the link to set up a login and password. Parent/Guardian will then complete the online forms. The FinalForms link can also be found on our website, vwcs.net, under Parents – FinalForms.

The student will not be officially registered until the parent/guardian completes the above process.

If you have any questions, please call (419) 238-0384.

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205 W Crawford Street
Van Wert, OH 45891
(P) 419-238-0648
(F) 419-238-3974

CHECKLIST FOR ENROLLING NEW STUDENTS

STUDENT'S FULL NAME	GRADE	DATE

_____ **1. Birth Certificate (REQUIRED)** or other appropriate documentary evidence
Acceptable forms of documentation include: foreign birth certificate; religious, hospital, or physician's certificate showing date of birth; entry in a family bible; baptismal record; adoption record; affidavit from a parent; previously verified school records; or other documents permitted by law

_____ **2. Court Orders** allocating parental rights and responsibilities or other documents allocating custody or guardianship, **if applicable**

_____ **3. Proof of Residency (REQUIRED)** consisting of a deed, building permit, rental agreement, tax statement, voter registration, or completion of Form 5111 F2
Acceptable forms of documentation include: telephone bill (landline), utility bills, mortgage or lease agreements, parent affidavits, rent payment receipts, a copy of a money order made for payment of rent, or letter from a parent's employer that is written on company letterhead to establish residency

_____ **4. Immunization Record (REQUIRED)** and/or statutory exception

_____ **5. Grandparent POA or Caretaker Authorization** a power of attorney designating the student's grandparent(s) as attorney-in-fact (Form 5111 F7) or a caretaker authorization affidavit (Form 5111 F8) executed by the student's grandparent(s) that provides the grandparent(s) with whom a student resides authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school-related matters, and discuss with the District the student's educational progress (also see Form 5111 F9), **if applicable**

_____ **6. Registration enrollment packet (REQUIRED)**

_____ **7. Parent/Guardian State Photo ID (REQUIRED)**

_____ **8. Custody Decree (REQUIRED)**

_____ **9. Busing Required? Yes** or **No**

Once enrollment packet is complete, please contact Stacey Snyder at 419-238-0648 ext 1114 to schedule an appointment.

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CUSTODY DECREE

One of the very important documents required by Ohio Law when a student enrolls in school is custody papers. These papers are kept in the student's permanent file. They are very important because they determine who can make educational decisions and legally pick up your child. If we have no custody papers on file, we cannot prevent either parent from picking up your child. We are concerned at all times for the safety of the children.

I attest that the information below is correct and I understand that if circumstances change, it is my responsibility to provide documents to the school.

Child's Name: _____

Parent Signature: _____

Date: _____

Please place an (X) next to the statement that describes your custodial situation:

_____ **Natural mother and father are married to eachother.**

_____ **Not married at birth:** I was not married at the time of the child's birth.

_____ **Separation:** My spouse and I are currently not living together and there is no legal action pending.

_____ **Divorce pending:** Divorce or dissolution proceedings are pending and will submit a copy of the final decree upon completion.

_____ **Divorced:** There is a court involvement in the custody of this child. I have provided complete documentation showing proof of custody.

_____ **Parent is deceased.**

_____ **Guardianship:** Your relationship to the child: _____

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EARLY CHILDHOOD CENTER REGISTRATION FORM

STUDENT'S LAST NAME	FIRST NAME	FULL MIDDLE NAME	SEX ☐ MALE ☐ FEMALE

ADDRESS	CITY, STATE, ZIP	PRIMARY PHONE NUMBER
FATHER'S NAME	ADDRESS, CITY, STATE, ZIP (IF DIFFERENT FROM STUDENT)	PHONE NUMBER
EMPLOYER		PHONE NUMBER
MOTHER'S NAME	ADDRESS, CITY, STATE, ZIP (IF DIFFERENT FROM STUDENT)	PHONE NUMBER
EMPLOYER		PHONE NUMBER
PRIMARY EMAIL ADDRESS		

STUDENT HISTORY

STUDENT'S DATE OF BIRTH	PLACE OF BIRTH (CITY & STATE)	GRADE (CURRENT SCHOOL YEAR)

MOTHER'S MAIDEN NAME	HAS THE STUDENT EVER REGISTERED OR ATTENDED VAN WERT CITY SCHOOLS?
	☐ YES ☐ NO

CHECK THE LANGUAGE SPOKEN IN YOUR HOME

☐ ENGLISH
☐ SPANISH
☐ OTHER _____

RACIAL/ETHNICITY- ***SELECT ALL THAT APPLY***

☐ WHITE
☐ BLACK
☐ ASIAN
☐ HISPANIC/LATINO
☐ NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
☐ AMERICAN INDIAN/ALASKAN NATIVE
☐ MULTIRACIAL

IS THE STUDENT OF HISPANIC/LATINO HERITAGE? (i.e., OF CUBAN, MEXICAN, PUERTO RICAN, SOUTH OR CENTRAL AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARLDLESS OF RACE.)

☐ YES ☐ NO

SPECIAL SERVICES

IS THE STUDENT ON AN IEP?	IS THE STUDENT ON A 504 PLAN?
☐ YES ☐ NO	☐ YES ☐ NO

PRESCHOOL HISTORY (FOR INCOMING KINDERGARTENERS ONLY)

DOES THE STUDENT HAVE PRESCHOOL EXPERIENCE?	*OFFICE CODES*
☐ HEAD START - 1 YEAR	*800010*
☐ HEAD START - 2 OR MORE YEARS	*800015*
☐ PRESCHOOL - OTHER THAN HEAD START (EXAMPLE: VANTAGE, FIRST UNITED METHODIST, WEE CARE, ETC.) - 1 YEAR OR LESS	*800020*
☐ PRESCHOOL - OTHER THAN HEAD START (EXAMPLE: VANTAGE, FIRST UNITED METHODIST, WEE CARE, ETC.) - 2 OR MORE YEARS	*800025*
☐ PRESCHOOL (OTHER SETTING) - 1 YEAR OR LESS	*800030*
☐ PRESCHOOL (OTHER SETTING) - 2 OR MORE YEARS	*800035*
☐ NO PRESCHOOL EXPERIENCE	*800040*

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KINDERGARTEN TRANSPORTATION INFORMATION

NAME OF STUDENT		DATE OF BIRTH	
PARENT/GUARDIAN NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	PRIMARY EMAIL ADDRESS		
PRESCHOOL CURRENTLY ATTENDING			

There is no kindergarten screening prior to the beginning of the school year. Kindergarten screenings are now conducted within the first six weeks of the school year while the children are in school. The only state mandated requirement is that your child is five years of age on or before the first day of the district's school year (August 19, 2026). A child who is six years of age on or before December 1, must go on to Kindergarten.

BUS SERVICES AVAILABLE

Kindergarten children must either be brought to school, or picked up and dropped off at one of our district shuttle locations listed below. Please check the appropriate option that you believe you may be using for transportation.

- ☐ PARENT TRANSPORTATION ☐ AM ☐ PM
- ☐ JUBILEE PARK
- ☐ OHIO CITY CHURCH
- ☐ OLYMPIC LANES
- ☐ PROSPECT AVE
- ☐ SF GOEDDE BUILDING
- ☐ TRINITY FRIENDS CHURCH
- ☐ TRINITY GLOBAL CHURCH
- ☐ WESLEY UNITED METHODIST CHURCH
- ☐ WEE CARE LEARNING CENTER** ☐ AM ☐ PM
  (CHILD MUST BE ENROLLED AT WEE CARE)
- ☐ COUNTRY ROUTE PICK-UP
- ☐ COUNTRY ROUTE DROP-OFF

PARENT/GUARDIAN SIGNATURE

DATE

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PARENTAL CONSENT FORMS (STUDENTS TRANSFERRING IN)

NAME OF STUDENT	GRADE
SCHOOL DISTRICT AND BUILDING LAST ATTENDED	
LAST DAY IN ATTENDANCE AT PREVIOUS SCHOOL	
SCHOOL'S ADDRESS	CITY/STATE/ZIP
SCHOOL'S PHONE NUMBER	SCHOOL'S FAX NUMBER

You are authorized to release all appropriate school records to:

☐ Van Wert Early Childhood Center (PS–KG)
Attn: School Secretary
1120 Buckeye Dr
Van Wert OH 45891
419-238-0384 (Office)
419-238-2137 (Fax)

☐ Van Wert Elementary School (1-5)
Attn: School Secretary
10992 St Rt 118
Van Wert OH 45891
419-238-1761 (Office)
419-238-5055 (Fax)

☐ Van Wert Middle School (6-8)
Attn: School Secretary
10694 St Rt 118
Van Wert OH 45891
419-238-0727 (Office)
419-238-7166 (Fax)

☐ Van Wert High School (9-12)
Attn: School Secretary
10708 St Rt 118
Van Wert OH 45891
419-238-3350(Office)
419-238-0526 (Fax)

Specific records/data to be released:

- ☐ Attendance records
- ☐ Birth Certificate
- ☐ Custody/court placement documentation
- ☐ Health & Immunization records
- ☐ Individualized Education Program (IEP)
- ☐ Multi Factored Evaluations/Psychological Evaluations
- ☐ Standardized test scores
- ☐ Transcript of grades and credits earned

PARENT/GUARDIAN SIGNATURE

DATE

Language Usage Survey

Parents and Guardians: Ohio schools, in accordance with The Every Student Succeeds Act, request all families complete a language usage survey when they enroll their student in school. This information will help school staff understand your child's language background and your family's preferred language communications to best support your child's learning. The information is not used to identify immigration status.

Student name *(First and Last):*

Student date of birth *(mm/dd/yyyy):*

Communication Preferences *Indicate your language preference so an interpreter or translations may be provided at no cost.*	1. In what language(s) would your family prefer to communicate with the school?
Language Background *Information about your child's language background is needed to identify whether students are screened for English learner status.*	2. What language did your child learn first? 3. What language does your child use the most? 4. What languages are used in your home?
Prior Education. *Responses about your child's birth country and previous education provide information about the knowledge and skills your child is bringing to school.*	5. In what country was your child born? 6. Has your child ever studied or received formal education outside of the United States? ☐ Yes ☐ No a. If yes, how many years/months? b. If yes, what was the language of instruction? 7. Has your child attended school in the United States? ☐ Yes ☐ No a. If yes, when did your child first attend school in the United States? *(mm/dd/yyyy):*
Additional Information. *Share any information to better understand your child's language experiences and background.*	
Parent/Guardian name (*First and Last):* Parent/Guardian Signature:	Today's Date: *(mm/dd/yyyy):*