Van Wert City Schools

Education • Innovation • Tradition

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

NEW STUDENT REGISTRATION | GRADES 1 - 12

NAME OF STUDENT	REGISTERING FOR WHAT GRADE

SCHOOL YEAR	START DATE FOR VAN WERT CITY SCHOOLS

Required Documents:

- Copy of Birth Certificate
- Copy of Immunization Records
- Copy of Custody Papers (if applicable)
- Proof of Residency (in the Van Wert City School District) for parent or legal guardian

Completed forms can be dropped off or mailed to the school building your child will be attending:

- Grades 1-5 - VWES, 10992 State Route 118 South - Phone 419-238-1761
- Grades 6-8 - VWMS, 10694 State Route 118 South - Phone 419-238-0727
- Grades 9-12 - VWHS, 10708 State Route 118 South - Phone 419-238-3350

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 regarding Student Registration, please do not hesitate to call the school.

Thank You.

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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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REGISTRATION FORM | GRADES 1 - 12

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

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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):*