

# Westerville City Schools

## REQUIREMENTS FOR REGISTERING YOUR CHILD



**Step 1:** Collect all **required** documents:

1. Original Birth certificate;
2. Photo ID for custodial parent/legal guardian;
3. Two (2) proofs of residency\*;
4. Updated immunization records\*;
5. Original Court-Stamped Documents for Divorce/Custody (if this applies to your situation)\*
6. Negative TB test results (if your child was born outside the United States)

\* See explanation on back

**Step 2:** Complete the online enrollment application and be sure to **include a current working email address for the legal guardian.**

The required documents can be directly uploaded through the online enrollment application OR you will be able to email them to the Enrollment Specialist who will reach out to you to complete the enrollment of your child(ren).

**Step 3:** At the end of your online application, please select an ***Application Review Date*** for each child you are enrolling. This allows your application to be assigned to one of our Enrollment Specialists who will reach out to you through the email you provided in the application.

Once you have scheduled your Application Review Date, please do not change it, as that will delay your enrollment processing.

You must complete your application within 30 days to avoid deletion due to inactivity.

## **EXPLANATION OF REQUIRED DOCUMENTS (Items #3, #4, & #5)**

### **#3: TWO (2) PROOFS OF RESIDENCY:**

Provide one (1) proof from **A** and one (1) proof from **B**:

#### **A:**

- **Current Active** Rental/Lease Agreement with custodial parent's name listed; **OR**
- **Current** (dated within the past 30 days) Mortgage Statement with custodial parent's name listed;

**AND**

#### **B:**

- **Current** (dated within the past 30 days) Public Utility Bill, showing address within Westerville School District and custodial parent/legal guardian's name (i.e. Gas, Water, Electric, Cable, or Internet).

### **#4: IMMUNIZATION REQUIREMENTS & INFORMATION**

Must provide updated immunization record(s) (may be a printout from Doctor's Office). Ohio Revised Code requires that proof of immunizations be on file within the first 14 days of school, or the child shall be excluded from school attendance.

**#5 – DIVORCE/CUSTODY DOCUMENTATION** (if this applies to your situation) – **must** be court signed and date/time-stamped:



Please contact the Enrollment Center at  
614-797-7700

Or, scan this QR Code for a Video  
explanation of the registration process:

