

Dear Parent/Guardian,

WELCOME TO KINDERGARTEN AND THE CLASS OF 2034!

Westerville City Schools offers both Half-Day and All-Day Kindergarten within each home school. All-Day Kindergarten is a fee-based, lottery program with tuition assistance available to those that qualify. Anyone who wishes to apply to the All-Day Kindergarten lottery, may do so beginning Friday, January 8, after 10:00 a.m. by completing the All-Day Kindergarten application as part of the online enrollment application. Additional details can be found at www.wcsoh.org/ADK.

Watch *Kindergarten 101* available at www.wcsoh.org/kindergarten, for more information regarding our online registration process. The online enrollment application will provide you an opportunity to schedule a registration appointment at the conclusion of the application. Please be sure to include a current working email address for the legal guardian.

Enroll early and beat the rush! We are devoting eight (8) weeks of registration appointments for the enrollment of our newest students and to allow for timely planning of appropriate classroom assignments, transportation routing, building classroom capacity and entry into the All-Day Kindergarten lottery.

To pre-register online, beginning Friday, January 8th after 10:00 a.m., please visit:

1. The district website at www.wcsoh.org. Click on the **green** 'Enroll a student or update your current address' box.
2. On the next page, *Enroll Your Child*, you will click on the **purple** 2021-2022 Enrollment button, which will take you to the enrollment page with more detailed enrollment information.
3. Click the **green** *Begin Enrolling Now* button, which will open the online application.
4. You will be instructed to create a user name and password (please write down and save), which will allow you to begin the process, save your information, and return at a later date for completion (if necessary).
5. Your appointment is only a placeholder and alerts our Enrollment team there is an active registration application ready for processing. Your appointment will be email communication only, as our OhioHealth office location remains **CLOSED** to the public.
6. You will be contacted, through your email, by an Enrollment Specialist who will confirm the required documentation and to assist you with the final registration process.
7. The required documents can now be directly uploaded through the online enrollment application OR you will need to email the required documents to your Enrollment Specialist.

We look forward to welcoming you and your Kindergarten student into our Westerville School family!

To begin the Enrollment Process, please visit www.wcsoh.org/enroll

REQUIRED DOCUMENTATION FOR ENROLLMENT

1. BIRTH CERTIFICATE

- An original birth certificate

2. PHOTO ID FOR CUSTODIAL PARENT

3. VERIFICATION OF RESIDENCE – TWO (2) PROOFS OF RESIDENCY REQUIRED*

**Provided proofs must be legible scans or legible photos uploaded to the application*

**Oath of Residency: If the legal guardian / custodial parent is living with a friend or family member who lives within the Westerville School District attendance boundaries, that resident must provide their photo ID and their two (2) required proofs of residency. If the Westerville resident you are living with is renting, your name (legal guardian/custodial parent) must be added to that lease*

PROVIDE ONE (1) PROOF FROM A AND ONE (1) PROOF FROM B:

A:

- **Current Active*** Rental/Lease Agreement with custodial parent's name listed on the lease (with the option to redact only the financial information), the signature page, and the landlord's name and phone number; **OR**
**If your lease is on a month-to-month basis, bring that lease and current verification (on business letterhead), including the landlord's name and phone number*
- **Current** (dated within the past 30 days) Mortgage Statement with custodial parent's name listed (with the option to redact only the financial information); **OR**
- Purchase/Contract Agreement to buy property (if you will close on the sale of the property within 90 days of enrollment) (with the option to redact only the financial information); **AND**

B:

- **Current** (dated within the past 30 days) Public Utility Bill, showing service address at Westerville School District residence, and custodial parent/legal guardian's name (i.e., Gas, Water, Electric, Landline Phone, Cable, or Internet); **or**
- **Current** (dated within the past 30 days) Government Mailing showing Westerville School District address and custodial parent/legal guardian's name (i.e., child support, government assistance)

4. IMMUNIZATION RECORDS – 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.

**New or returning students who are entering the Westerville School District from a foreign country must provide documentation of a negative TB test (Mantoux PPD preferred) or a negative chest X-ray from a physician or clinic in the United States.*

5. DIVORCE/CUSTODY DOCUMENTATION (if this applies to your situation) – **MUST** be court signed and date/time stamped

- Final Divorce Decree which may include Shared Parenting Plan, naming specific parent as residential parent for school placement or
- Grandparent Power of Attorney or
- Temporary Custody Order naming specific guardian or
- Military Power of Attorney

6. CURRENT IEP, ETR or 504 PLAN (if this applies to your child)

At the completion of your enrollment application, SCHEDULE YOUR APPOINTMENT!