

Dear Parent/Guardian,

WELCOME TO KINDERGARTEN AND THE CLASS OF 2032!

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 January 29 after 5:00 p.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.

If you are attending the 2019 *Kindergarten 101*, you will receive information regarding our online registration process. The online application will provide you an opportunity to schedule a registration appointment at the conclusion of the application. Please be sure you have completed the registration information online before going to the Enrollment and Family Resource Center, with hard copies of the listed required documentation (list on back), at your scheduled appointment.

Enroll early and beat the rush! We are devoting seven (7) 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, please visit:

1. The district website at www.wcsoh.org. Click on the green 'Enrolling' box.
2. On the *Enroll Your Child* page, you will click on the orange 2019-2020 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 log-in 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. At the time of your scheduled appointment, please bring hard copies of ALL required documentation with you to complete the Enrollment Process for your Kindergarten student.

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 printed-paper copies (these documents will be scanned and returned to you)*

**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 attend the Enrollment meeting and 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 FROM A AND ONE FROM B:

A:

- **Current Active*** Rental/Lease Agreement with custodial parent's name listed on the lease ; **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; **OR**
- Purchase/Contract Agreement to buy property (if you will close on the sale of the property within 90 days of enrollment); **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 – Required by the State of Ohio

**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!