

New Student Registration Process

Welcome to Elmwood Local Schools!

In compliance with the requirements established by Ohio law, the Missing Children's Act and the Elmwood Board of Education, please bring the following information and documentation when you enroll your child(ren) in Elmwood Local Schools.

Documents Checklist

- Final Forms Enrollment Information – print, complete and return with other enrollment documents
- Release of Records Request – print, complete and return with other enrollment documents
- Proof of Age – Official Birth Certificate (original document registered with the Bureau of Vital Statistics with seal– the office will make a copy of the original) - If you do not have an original, you may obtain a copy from the Bureau of Vital Statistics in the county in which they were born.
- Student Social Security Card – the office will make a copy of the original
- Residency Requirement – Must provide one of the following, dated within the last 30 days in the legal parent/guardian's name:
 - Purchase Agreement
 - Lease or Rental Agreement
 - Building Permit (occupancy within 90 days)
 - Current Utility Bill (gas, electric, water... something with a service address as well as the mailing address)
 - Residency Affidavit Form (notarized statement by both parties for those living as guests of another district resident - Completion of this form along with proof of residency from the Elmwood Resident is required.)
- Driver's License / Photo Identification of parent/guardian who is enrolling student.
- Custody Documents (if applicable) If child is NOT living with BOTH biological parents listed on the official birth certificate, you must provide one of the following:
 - A copy of the Entry of Judgment containing file/date stamp, pages stating legal residential parent and judge/magistrate's signature.
 - If legal custody has not been established, the petitioner has sixty (60) days from the time of enrollment to produce a Journal Entry of Judgment establishing custody proceedings. To allow the child to start at Elmwood Schools during this waiting period, we will need a notarized Seeking Custody Verification Form.
 - If no legal action has ever been taken, sign a form in the central office stating you are the legal parent/guardian with no court actions.
- Health Documents: Immunizations
- Special Needs Documents (if applicable) - The current ETR/MFE and IEP for students with disabilities, or the current Section 504 Accommodation Plan, or Gifted Identification information must be presented at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition.

Please contact the Central Office at (419)655-2583 ext. 342 should you have any further questions or to make an appointment to bring in all the registration items.