

# HAMILTON LOCAL SCHOOLS

## NEW STUDENT REGISTRATION PACKET

Please call 614-491-8044, extension 1214, to make an appointment to register your new student. Please leave a clear message with your name **and** telephone number if you get a voice mail message. Please plan on your appointment lasting 15 minutes per child. Your appointment will be at 775 Rathmell Road, Columbus, Ohio, 43207. Our office is located in the Hamilton Local Schools Education Center.

Register Daily By Appointment: 9:00 - 11:00 a.m. & 1:00 - 3:00 p.m.

**All required documents must be returned, on your appointment day, in order for your student to attend school. We cannot keep your appointment if you are missing documents.** This includes birth certificate, social security, shot records, proof of residency in our school district and proof of custody if that applies in your family. You are also required to provide an unofficial transcript of credits earned for high school students only. Your child will not be considered enrolled until we have all documentation.

**Your registration packet must be filled out in its entirety before arriving for your appointment. You cannot sit in our offices and fill it out. Thank you.**

### Frequently Asked Questions

- Q -** My child's previous school has a copy of their shot records and birth certificate. My high school student's transcript is also at their old school. Can't you get a copy from the school?
- A -** No. Many times, they don't send your child's records in a timely manner. You are **required** to submit birth certificate, social security, shot, custody papers, and a copy of a transcript for high school students at the time of your enrollment appointment. Any high school student enrolling after the first semester of their freshman year are required to have a copy of their transcript showing all credits attempted and earned. Please obtain these before arriving at your appointment.
- Q -** We just moved and we won't receive a utility bill for a month. What should we do to prove residency?
- A -** We will accept verification from the utility company that you've had the utilities turned on at your new address. Please contact the utility company (gas, electric, water) and ask for documentation that clearly has the utility company name on it as well as your name and address. This is in addition to providing a copy of your lease or mortgage.
- Q -** What do you need in order for me to prove I have custody of the children I'm enrolling?
- A -** We need a copy of any paperwork indicating there has been a legal change of custody. This may include a copy of your divorce decree or any legal changes to the decree that apply to custody, paperwork from a court system placing a child in your home, etc.
- Q -** When will my children start school?
- A -** They will start the first scheduled school day after you complete the enrollment process.

Students in grades K-3 are **required** to have a parent/guardian take them to school on their first day of classes and should plan on arriving at 9:00 a.m. They are permitted to ride the bus home.

If you have questions about the enrollment process or paperwork you need, please call **before** your appointment. Your child will not be allowed to attend school without all documentation.