

Forest Hills School District - Registration Checklist

Name of student: _____ School: _____

I. RESIDENCY INFORMATION

In order to establish residency in the Forest Hills School District for purposes of enrolling a child, the following information needs to be provided. **COMPLETE SECTION "A", "B", "C" or "D".**

A. Home Owner

Copy of deed, mortgage papers, closing statement or most recent property tax bill of district residence. **(No printouts from the Hamilton County auditor's website or utility bills will be accepted.)**

B. Purchasing Home / House Under Construction

If residential parent/legal guardian has signed a contract to purchase a home, a copy of the purchasing agreement along with a closing date must be submitted at the time of registration. The moving date must be within 90 days from the first day the child attends school. After the move is completed a copy of the settlement, mortgage papers or deed must be submitted within 10 days.

OR

If there is a contract to build, residential parent/legal guardian must submit at the time of registration a copy of the contract plus a letter from the builder stating that they have a firm contract and give an estimate of the time of completion (no more than 90 days from when the child starts school). After the house is finished, the school must receive a copy of the settlement, mortgage papers or deed within 10 days of the move.

C. Rent/Lease

Copy of signed, current rental or lease agreement which contains the name, address and telephone number of the landlord as well as the address of the leased premises. **The lease agreement must be in the name of the residential parent/legal guardian enrolling the child.**

D. Other—Mortgage/Lease agreement - not in residential parent/legal guardian's name

Complete *Affidavit of Current Residency* form RES-1.

AND

Complete *Affidavit Regarding Prior Residence (Homeowner)* form RES-2 if your prior residence was a home in which you owned. (Required if less than 5 years at current address)

OR

Property owner/manager completes the *Affidavit Regarding Prior Residence (Renter)* form RES-3 if you rented or leased your previous residence.

AND

Complete the *Affidavit of Homeowner/Landlord* form RES-4.

AND

Copy of deed, mortgage papers, most recent tax bill or current rental agreement of property owner/lessee.

(No printouts from the Hamilton County auditor's website or utility bills will be accepted.)

II. ENROLLMENT INFORMATION

The following information is needed for enrollment in the Forest Hills School District:

- Original birth certificate of student
- Student's social security card / number (recommended not required)
- Driver's license (or photo identification) of the student's residential parent/legal guardian
- Court documents (showing current legal custody) if applicable. Students must reside in the school district with the parent who has legal custody and the custodial parent must provide the court filed, signed and certified custody agreement which shows they are the "residential" custodian of the child.
- If legal proceedings for custody have been initiated, a student may attend school for up to 60 days on a discretionary basis. Complete and sign the "Tuition Free – Temporary Custody" document.
- Signed request for transfer of school records. (Be sure to include the former school's address.)
- Immunization records (residential parent/legal guardian has 14 days from the date of enrollment or child is excluded)
- IEP (Individualized Educational Plan) /MFE (Multi Factored Evaluation)

If the residential parent/legal guardian does not live in the Forest Hills School District, notify the Coordinator of Special Education to contact the appropriate school district in order that they may participate in the implementation of the IEP/MFE and placement of the child.

- Complete registration health information form.
- ELL (English Language Learner) program referral completed (if applicable)
- School Health Examination Record (**Kindergarten and 1st grade only**)

The child may be enrolled once the required information has been submitted. A child will not be entered until all of the procedures listed above have been followed. If there is a question concerning enrollment or residency please call the Registration Center at the Administration Building of the Forest Hills School District (513-231-3600 ext. 2960 or 2947).

Note: It is also necessary to follow proof of residency procedures for address changes within the district.