



SOUTH WESTERN
CITY SCHOOLS

District Service Center

614-801-3000



www.swcsd.us



3805 Marlane Drive
Grove City, OH 43123



ENR 040 Student Enrollment Center Registration Checklist

Date: _____

Time: _____

- ☐ New Enrollment ☐ Re-Enrollment ☐ Change of Address

Grade Level:

- ☐ Elementary (K-4) ☐ Intermediate (5-6) ☐ Middle (7-8) ☐ High School (9-12)

Required Documents:

- ☐ Original Birth Certificate **OR** ☐ Baptismal Record (with seal) **OR** ☐ Hospital Certificate (with seal)
OR ☐ Passport
☐ Immunization Record
☐ *TB test results, if coming from a foreign country*
☐ Parent/Guardian Government-Issued Photo ID

Proof of Residency Documents in the Parent/Guardian's Name:

- ☐ At least one utility bill **Gas / Electric / Water / Internet** dated within 30 days (circle two)
OR ☐ Lease (current and signed by landlord and tenant) **OR** ☐ Deed (signed and recorded)
OR ☐ Home purchase settlement statement (signed by seller and buyer)

Divorce/Custodial Documents, if applicable, must be court signed and date/time stamped:

- ☐ Final divorce decree, which may include shared parenting plan and shared parenting decree, naming specific parent as residential parent for school placement
☐ Grandparent Caretaker Authorization from Juvenile Court
☐ Temporary custody order naming specific guardian
☐ Military Power of Attorney

Special Education Documents, 504 Plan, IEP or ETR, etc.

- ☐ IEP, ETR or 504 Plan, if applicable

Phone: (614) 801-6280

Fax: (614) 871-6512

E-mail: enrollment@swcsd.us

Web site: <http://www.swcsd.us/enrollment>

**ENDLESS OPPORTUNITY.
INFINITE POSSIBILITY.**