



**WELCOME!**

Thank you for your interest in attending our school! Your student will be successful if he or she: **1)** Attends school every day and on time (unless seriously ill), **2)** Complies with the school's behavior standards (see handbook), **3)** Consistently works towards earning a high school diploma.

**PLEASE NOTE: You do not need to withdraw your child from his/her current school before your enrollment appointment. Enrollment staff will manage that process for you.**

• **ENROLLMENT:** No Appointment Required • *Students must be accompanied by a parent or legal guardian*

**HOURS:** Monday-Thursday: 9:00am-1:30pm, Friday: 9:00am-11:00am • **PHONE:** 513-281-6100, x1005

➔ **ENROLLMENT OFFICE LOCATION** • Board of Education, 4030 Reading Rd, Cincinnati, OH 45229

**CHECK LIST of Documents that are Required to Enroll**

School personnel will make copies of documents during the enrollment interview.

- Birth certificate (required by Ohio law)
- Social security card (if applicable)
- Parent/Guardian's picture ID (student's if applicable)
- Court issued custody papers if you are the child's guardian
- The student's health insurance card (please request information from the counselor if the student does not have health insurance)
- Most recent report card or high school transcript (if available)
- Immunization documents needed if enrolling into grade school or sports activities

**Proof of Residency** • Required for all newly enrolled students and any student whose address changes.

Residency includes the following: being physically present in a household for significant periods of time; where important family activities take place each day including sleeping, eating, working, relaxing and playing; where the parent receives mail or where the parent is registered to vote, if applicable.

**Residency shall be established by providing an original, or copy, of ONE (1) ITEM FROM THE FOLLOWING LIST:**

- 1) **Homeowner Deed** - A printout from the auditor's website may be provided instead of a deed.
- 2) **Property Tax Statement** dated within the previous year and addressed to the parent at the residence.
- 3) **Mortgage Statement** dated within the previous 60 days and addressed to the parent at the residence.
- 4) **Rental Agreement signed** by both the landlord and the tenant including the landlord's contact information.
- 5) **Construction Contract including:**
  - a) a sworn statement describing the location of the house to be built and stating the parent's intention to reside there upon completion; and
  - b) a statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's sworn statement.
- 6) **Homeowner or Renter Insurance Statement** dated within the last 12 months.
- 7) **Gas, Electric, Water, or Trash Statement** dated within the last 30 days.
- 8) **Federal or State Tax Return** dated within the last 12 months.
- 9) Any piece of **mail** dated within the last 30 days from the **federal, state, or local government**, such as Hamilton County Job & Family Services, Social Security, Child Support Enforcement Agency, etc.

**NOTE:** The school accepts Parent Residency and Property Owner Affidavits with the required proof of residency documents. The school does not accept any notarized statements as proof of residency.

**UNIFORMS:** Students are required to wear his/her own khaki, black colored (official uniform wear) pants, shorts, or skirts – NOT provided by the school. Uniform shirts must be purchased through the school. Shirts must be tucked into pants or skirts.