



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

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

PLEASE: PARK on SOUTH Side, NEXT to Building. Do NOT PARK in FRONT of Building.

CHECK LIST: Documents Required for Enrollment

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.