

WORTHINGTON SCHOOLS -- STUDENT ENROLLMENT CHECKLIST FOR FAMILIES "SHARING" THE SAME RESIDENCE



Worthington City Schools
200 E. Wilson Bridge Road
Worthington, OH 43085
www.worthington.k12.oh.us

1. ___ I have completed the online registration as directed on the website.
2. ___ I have made an enrollment appointment using the Ventus Scheduling link which was e-mailed to me after my online enrollment application was properly "submitted." (Check spam file.)
3. ___ My appointment is on _____ at _____ am/pm at the Worthington Education Center, 200 E. Wilson Bridge Road, Worthington, OH 43085.
4. ___ I must bring the following documents to my appointment. **IMPORTANT NOTE: If all required documents are not brought to the scheduled enrollment appointment, you will need to reschedule your enrollment appointment.**

A. ___ **Three (3) current proofs of residency from the primary resident, along with their ID:**

First (1st) proof must be:

1. Current Mortgage Statement with custodial parent's name listed; **OR**
2. Current Lease; if month to month, please have documentation from leasing agency to indicate such.

Second (2nd and 3rd) proof must be:

1. **Official Confirmation** of address change filed with the US Postal Service mailed to your new address; **OR**
2. **Current** (within 30 days) **Water Bill**, showing service address at Worthington Schools' residence; **OR**
3. **Current** (within 30 days) **Gas Bill**, showing service address at Worthington Schools' residence; **OR**
4. **Current** (within 30 days) **Electric Bill**, showing service address at Worthington Schools' residence; **OR**
5. **Current** (within 30 days) **Landline Phone Bill**, showing service address at Worth. Schools' residence; **OR**
6. **Current** (within 30 days) **Cable Bill**, showing service address at Worthington Schools' residence; **OR**
7. **Current** (within 30 days) **Internet Bill**, showing service address at Worthington Schools' residence; **OR**
8. **Current** (within 30 days) **Government Mailing** (i.e., child support, government assistance)

B. ___ **Three (3) current proofs of residency at the primary resident's address with secondary resident's name on the mail**, such as car insurance, life insurance, phone bill, pay stub, dr. bill, dental bill, bank statement, etc. One proof is needed immediately. There is a 30 day grace period given by Worthington Schools to families who recently moved in with the primary resident. The remaining two proofs of residency needed for enrollment purposes must be given to the Welcome Center within 30 days after enrollment.

- C) ___ Birth Certificate or Passport.
D) ___ Immunization Records / negative TB test for those students living outside of the U.S.
E) ___ Parent/Guardian Identification (Driver's License, Passport, State Photo ID)
F) ___ Shared Residency Affidavit (can be found under "organization/forms" on our website.)

5. **IF APPLICABLE:**

- F) ___ High School Transcripts / Middle School Transcripts – To assist in creating the student's schedule.
G) ___ Divorce Decree or any custody documentation. **IMPORTANT NOTE:** If divorce or dissolution is involved, a copy of the entire document, court filed and stamped, is required by the State of Ohio for enrollment purposes.
H) ___ Special Needs documentation - IEP/ETR/504 plan documentation.