

HOW TO ENROLL A STUDENT

All enrollments are now done online. You will need to upload the following documents into the online registration process.

STEP ONE:

Gather and upload the following documents:

- 1) Current lease or current mortgage
- 2) Current utility bill (current = within 30 days)
- 3) Parent's ID
- 4) Birth certificate
- 5) Any immunization records
- 6) Any sp ed records such as IEP/ETR/504
- 7) Any custody documents, court filed and stamped

STEP TWO:

- 1) Log onto www.worthington.k12.oh.us
- 2) Click on "Welcome Center" tab, top left
- 3) Watch instructional video for guidance
- 4) Complete online registration then, at the end
- 5) **SUBMIT** the registration (red icon)

STEP THREE:

- 1) Watch your email. If any documents are missing, we will let you know via email.
- 2) If all required documentation is received, we will email you a confirmation email stating your child is enrolled.
- 3) Wait for the school to contact you with a start date for your student(s).