## REGISTRATION INSTRUCTIONS

STUDENTS WILL NOT BE ENROLLED UNTIL REQUIREMENTS ARE MET AND PAPERWORK IS COMPLETE.

### **DOCUMENTS AND INFORMATION NEEDED FOR ENROLLMENT:**

- 1. Student's original Birth Certificate or Passport.
- 2. Copy of the driver's license of the student's parent/legal custodian (for photo identification purposes).
- 3. Proof of residency (see other side for requirement details). If your residency changes, inform the school district and provide the required proof. Please be aware that the school district has the right to investigate residency and act accordingly.
- 4. Custody: When applicable, the custodial parent/legal guardian must provide the certified/court stamped copy of the custody order or decree which shows that he/she is the "residential" custodian or legal guardian. Please bring the entire document. Also, a marriage license may be required in some circumstances. Students are eligible to attend school in the district where the custodial parent, or legal guardian, resides.
- 5. In the event a biological parent is deceased, provide a copy of the death certificate.
- 6. Proof of immunizations.

## **IMPORTANT**

If your child currently receives special services (has an I.E.P. - Individual Education Plan - or Section 504 Plan), please bring your copy with you at time of registration.

NOTE: Although a registration may be for a former Oak Hills student, we follow the entire procedure as if it is a new registration. Please provide the required documents.

Thank you for your cooperation. For questions, please call District Office at 513-574-3200.

### **PROOF OF RESIDENCY**

### **ACCEPTABLE PROOF OF RESIDENCY:**

- Copy of deed, current mortgage statement, recent settlement statement, current 1098 form, or the
  most recent property tax bill (no print-outs from the auditor's website please). If property is only in
  the name of your spouse, your marriage certificate is also required. OR
- 2. Current rental or lease agreement: provide full document, signed and dated. It must contain the name, address, and phone number of the landlord. OR
- 3. Parent(s) and student(s) living with another person: Parent must obtain affidavits from the Oak Hills District Office at 6325 Rapid Run Road PRIOR to registration. You will need to provide the homeowner's name, address, and phone number. The affidavits must be fully completed (including the required attachments as listed on the forms), and notarized. This only applies if the current occupant is the homeowner. If moving in with someone who is renting (sharing an apartment or rental house), you need to have your name added to the rental/lease agreement, or have the landlord or apartment manager provide an addendum to the current lease which states you and your family also live there.

#### House Under Construction/Purchase:

If a person has a contract to build, parent(s) must submit, at registration, a copy of the contract, PLUS a letter from the builder stating that he does have a firm contract and giving an estimate of the time of completion (not to exceed 90 days from the day school starts or from the time the child starts school). The letter should contain the builder's name, address, and phone number. After closing, a copy of the settlement statement must be submitted to the school district within 10 days.

If a person has a signed a contract to purchase an existing home, a copy of the Contract to Purchase which shows the closing date must be submitted at time of registration. The occupancy date must be within 60 days from the day school starts or the first day the child attends school. After closing, a copy of the settlement statement must be submitted to the school district within 10 days.

The school district has the right to investigate residency. Parents are required to inform the district of any change of residence and/or custody status.

These instructions also apply to address changes for current students. For enrolled students – we will accept a current utility bill, i.e. Duke Energy, to "change" an address. If renting, the landlord's name and phone number is still required with the new utility bill. Thank you.

In determining "residency" for school purposes, the State of Ohio examines criteria such as where the parent sleeps and eats the majority of time, where mail is received, and where the parent is registered to vote. One cannot establish a residence merely by purchasing a house or apartment building or even by furnishing such a house or apartment so that it is suitable for the owner's use. "Residence" involves something more. It must be a place where important family activity takes place during significant parts of each day; a place where the family eats, sleeps, works, relaxes, and plays. It must be a place, in short, which can be called "home."

Revised: 3/7/19

If you have any questions, please contact District Office at 513-574-3200.

#### STUDENT REGISTRATION – OAK HILLS LOCAL SCHOOL DISTRICT **2023-2024** student ID# PLEASE PRINT FRONT AND BACK CUSTODIAL PARENT MUST COMPLETE THIS FORM STUDENT'S NAME (Last) (First) (Middle) (Name must be as it appears on birth certificate) Is Student called by first Name? ☐ Yes ☐ No If not: Day \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_State \_\_\_\_ Student's Date of Birth: Month ☐ Male ☐ Female Current Age: Grade City \_\_\_\_\_ ST \_\_\_ Zip\_\_\_\_ **ADDRESS** PREVIOUS ADDRESS (within 5 years) Home Phone \_\_\_\_ Mother's Cell Phone Number Mother's E-Mail Address Father's Cell Phone Number Father's E-Mail Address School(s) **Brothers' Names** Age(s) \_\_\_\_\_ Sisters' Names School(s) Age(s) STUDENT'S RACE AND ETHNICITY Is the student Hispanic, Latino or of Spanish origin (regardless of race)? Yes No Note: Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. American Indian or Alaska Native Asian ☐ Black or African-American What race is the student (Choose all that apply) ☐ Native Hawaiian or Pacific Islander ☐ White If you choose not to indicate your child's race, the Oak Hills Local School District is required by Federal law, to identify your child by observation PARENT/LEGAL CUSTODIAN INFORMATION Single Married Divorced Separated Remarried Widowed Court Order\*\* Name and relationship of custodial parent(s): \*\*Evidence of legal custody must be presented and filed with the school. **MOTHER'S NAME:** Maiden Name Is mother living? Yes No Mother's Date of Birth Does student live with mother? Yes No Address (if not same as student's) City Occupation Place of employment Work No. If remarried, husband's name Phone No. **FATHER'S NAME:** Is father living? Yes No Does student live with father? Yes No Father's Date of Birth \_\_\_\_ \_\_\_\_\_Zip \_\_\_\_\_ Address (if not same as student's) Occupation Place of employment Work No. If remarried, wife's name Phone No. LEGAL CUSTODIAN (if different than above): Relationship: Contact numbers: Home: Cell: Work: **MILITARY STATUS** Please select the option that best describes your family's military status: Active Duty: student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marines or Coast Guard) National Guard: student is a dependent of a member of the National Guard (Army or Air) Reserve Duty Not Applicable

the last 36 months?		one of the followi	ng occupations, whether fo	ull time or part-time or temporarily o	Juring
_	_	Nurse	ry work: preparing soil, pla	anting seedlings or other activities re	lated
	cking of fruits or vegetables	to the	production of flowers and	/or other greenhouse commodities	
Packing/Canning: fruits	_		r work: planting, growing o	or cutting trees	
Fishing or fish farms	ng/meat or seafood processing	Daliy/	Poultry/Livestock		
Fishing of fish fathis					
EDUCATIONAL BAC	KGROUND				
Has this student attend	ed any Oak Hills School prior to	this enrollment (ir	ncluding an OHLSD prescho	ool?)	
If Yes: Date:	School(	(s)		Grade(s)	
NAME OF LAST SCHOOL	ATTENDED				
Address of former scho	ol	City	Sta	ate Zip	
Is student currently exp	oelled?	f yes, what dates			
IEP – Individual Educ	ation Plan				
Is the student on an	IEP (Individual Education Pla	n) and currently	receiving special educa	ation services?	
	Specific Learning Disability	<u> </u>	pedically/Health	Emotional Disturbance	
Disability Category:	OHI (Other Health Impaired	d) 🔲 Intelle	ectual Disability	Speech/Language Impaired	
	Traumatic Brain Injury	Autisr	n	☐ Visually Impaired —	
	Multiple Disabilities	Hearin	ng Impaired	☐ Deaf/Blindness	
SECTION 504 PLAN: Is t	he student on a 504 Plan and c	urrently receiving	educational services?	☐ Yes ☐ No	
Retention: Has your stu	ident ever been retained?	Yes No If	yes, what grade?		
Is student enrolled in a	_	Yes No	, ,		
IF PARENTS CANN	OT BE REACHED, WHO SHO	ULD BE CALLE	D		
Name:		Relationship: _		Phone No	-
Name:		Relationship: _		Phone No.	-
Family Dhyminian				Dhana Na	
ramily Physician				Phone No.	
	nedication? ☐ Yes ☐ No			Priorie No.	
Is the student on any m	nedication? 🗌 Yes 🔲 No	If yes, name _			
Is the student on any m	nedication?  Yes  No No any of the following conditions:	If yes, name _ ☐ Diabetes	☐ Epilepsy ☐ Asthma	☐ Bleeder ☐ Heart Condition	
Is the student on any m	nedication? 🗌 Yes 🔲 No	If yes, name _ ☐ Diabetes	☐ Epilepsy ☐ Asthma		
Is the student on any modern the student have a compact of the student have a compact of the student have a compact of the student on any modern the student have a student on any modern the student on any modern the student have a student on any modern the student have a student have a student on any modern the student have a stu	nedication?  Yes  No any of the following conditions:  y certifies that I am a current re	If yes, name _	☐ Epilepsy ☐ Asthma ther:  Hills Local School District	☐ Bleeder ☐ Heart Condition  and that I have supplied the school	_ _ _
Does the student on any modern the student have a s	redication?  Yes No any of the following conditions:  v certifies that I am a current resper proof of residency. I agree	If yes, name _	☐ Epilepsy ☐ Asthma ther:  Hills Local School District Iform the school district if	☐ Bleeder ☐ Heart Condition  and that I have supplied the school my residence changes. I understan	
Does the student on any model of the student have a	redication?  Yes No any of the following conditions:  v certifies that I am a current resper proof of residency. I agree	If yes, name _	☐ Epilepsy ☐ Asthma ther:  Hills Local School District Iform the school district if	☐ Bleeder ☐ Heart Condition  and that I have supplied the school	
Is the student on any modern the student have a constant of the student have a constant have	redication? Yes No any of the following conditions:  v certifies that I am a current resper proof of residency. I agree rict has the right to investigate	If yes, name _	☐ Epilepsy ☐ Asthma ther:  Hills Local School District Iform the school district if	☐ Bleeder ☐ Heart Condition  and that I have supplied the school my residence changes. I understan	
Is the student on any modern the student have a constant of the student have a constant have	redication? Yes No any of the following conditions:  y certifies that I am a current reper proof of residency. I agree rict has the right to investigate best of my knowledge.	If yes, name _	☐ Epilepsy ☐ Asthma ther:  Hills Local School District aform the school district if dency and act accordingly.	☐ Bleeder ☐ Heart Condition  and that I have supplied the school my residence changes. I understan The information on this form is tru	



### **Appendix A: Language Usage Survey**

Parents and Guardians: Please only complete this page of the survey. The back of this form will be completed by the school. A completed language usage survey is required for all students upon enrollment in Ohio schools. This information will tell school staff if they need to check your child's proficiency in English. Answers to these questions ensure your child receives the education services to succeed in school. The information is not used to identify immigration status.

Student Name: (First Name and Last Name)		Student Date of Birth: (mm/dd/yyyy)
Communication Preferences Indicate your language preference so we can provide an interpreter or translated documents at no cost when you need them. All parents have the right to information about their child's education in a language they understand.	In what language(s) would your fa	amily prefer to communicate with the school?
Language Background Information about your child's language background helps us identify students who qualify for support to develop the language	What language did your child lead	rn first?
skills necessary for success in school. Testing may be necessary to determine if language supports are needed.	What language does your child u	se the most at home?
	What languages are used in your	home?
Prior Education Responses about your child's birth country and previous education give us information about the knowledge and skills your child is bringing to school and may enable the school to receive additional funding to support your child.	<ul> <li>6. Has your child ever received form</li></ul>	instruction? $\Delta$ Yes $\Delta$ No tend a school in the United States?
Additional Information Please share additional information to help us understand your child's language experiences and educational background.		
Parent/Guardian First Name:	Parent/Guardian Las	t Name:
Parent/Guardian Signature:	Today's Date: (mm/do	1/уууу)

Thank you for providing the information above. Contact your school or district office if you have questions about this form or about services available at your child's school. Translated information about schools' civil rights obligations to English learner students and limited English proficient parents can be found here: <a href="https://www2.ed.gov/about/offices/list/ocr/ellresources.html">https://www2.ed.gov/about/offices/list/ocr/ellresources.html</a>



## **Pre-Kindergarten Experience Survey**

Dear Parent/Guardian: We are requesting that families complete and return the survey below. Your responses to this survey will help us learn more about your child's diverse early learning experiences. All the information on this survey will be kept secure and confidential. Thank you in advance for your assistance.

Child's First Name:	Last Name	Last Name:				
Date of Birth	Gender:	□ Male	□ Female			
Home School: ☐ CO Harrison ☐ Delshire [	☐ J.F. Dulles	□ Oakdale	☐ Springmyer			
Does your child qualify for free/reduced lunch o	or any other go	vernment assis	stance program?   Yes	□ No		
Primary language spoken at home: ☐ English	☐ Spanish C	ther:				
From the age of 3 until			ergarten			
1. Did your child attend a part-day preschool of $\Box$ Never $\Box$ 1 year or less $\Box$ mor	•	grainr				
<ol> <li>Did your child attend a full-day preschool or</li> <li>Never</li></ol>	e than 1 year gram? e than 1 year		child attended the longe	est?		
5. How many times have you moved before you \$\square\$ 0 times \$\square\$ 1 time \$\square\$ 2 times		d kindergarten	?			
Parent SignatureParent Printed Name:		te:				
Parent Phone Numbers: Parent Email:						
raitii tiildii.						

## OAK HILLS LOCAL SCHOOL DISTRICT 6325 RAPID RUN ROAD CINCINNATI, OHIO 45233

## Instructions to Parents Filling Out "School Health Examination Record"

Complete forms and give as much information as possible.

\*\*\*\*The State of Ohio Compulsory Immunization Law states that all children who enter Ohio Schools **MUST** have received the following immunizations:

- a. 5 doses of DPT (Diptheria, Pertussis and Tetanus) for Kindergarten 1 dose of Tdap or Td vaccine on entry to 7<sup>th</sup> grade
- b. 4 doses of Polio Vaccine (OPV/IPV)
- c. 2 doses of Rubeola, Rubella, and Mumps (MMR) must be administered after 12 months of age.
- d. 3 doses of Hepatitis B Vaccine
- e. 2 dose Varicella Vaccine must be administered prior to entry of kindergarten.

**NOTE:** Your child <u>MAY NOT ENTER</u> school unless he/she has received the above listed immunizations. The attached form <u>must be completed</u> by your physician and returned to your child's school by July 31. The oral assessment/Dental form is highly recommended but is not a requirement.

Revised 1/2012

# Ohio Department of Health • School and Adolescent Health Physical Examination

Student's name					Sex			Date of birth	
					☐ Mal	e 🗌 Fer	nale	/	/
Height	Weight			BMI percentile			BP		
Screening Tests Vision		Hooring				Postu	wa I		
Date performed		Hearing  Date performed				Date per			
/ /		/		/		Butte per	Torrico		
, , , , , , , , , , , , , , , , , , ,		,		/				<i>'</i>	
,	□L	Pure Tone				I		mality noted	
	☐ Fail	Right ear	Pa:					not done	
·	☐ Fail	Left ear	☐ Pa:		_	Refe	erral m	ıade	
<u> </u>	☐ Fail	Child wears he	-	☐ Yes	☐ No	Comme	ents		
	□ No	Child under th		☐ Yes	□ No				
]	□ No	of a hearing	•		_				
Referral made?	□ No	Referral made?	?	☐ Yes	☐ No				
Speech/Language			Lead Po	isoning		'			
Speech assessment completed	□ Y	es 🗆 No	1	·	Tvr	е Пс	Πv	Results	μg/dL
Child has no discernible speech prob		_		·					μg/dL
Speech evaluation recommended		_			'y\			- Nesuris	μg/αΕ
Child has possible problem with				ılin Test	Tyr	10		Doculte	
Crilia rias possible problem with			Date_		'y\			Nesuits	
Health History (Serious or chronic illne	sses/iniuries/su	raeries)							
		<u> </u>							
			,	1					
Physical Examination Date of most			/	/					
☐ Essentially normal ☐ Abnorr	nalities as foll	ows							
Is this child able to participate fully in:									
Classroom and academic activities	☐ Yes	☐ No	Physical e	ducation classe	es $\square$	Yes $\square$ N	0		
Competition athletics	☐ Yes	□ No	Contact a	nd collision sp	orts	Yes $\square$ N	0		
If limitations are advised, please specify									
Does this child have any physical, develop	mental or beha	ivioral issues that r	nay affect hi	is/her educationa	al process?				
HealthCare Provider's signature		Print n	ame			Ph	one	```	
Address							4-	<i>_</i>	
Address						Da	ite	/	1
City					1.0	tate			/
City					31	tate ZIF			
1									

# Ohio Department of Health • School and Adolescent Health Immunization Report

Student's name			I	Sex		Date of birth	
				☐ Male	e 🗌 Female	· /	/
Students are required to be immunized A copy of the child's immunization re Please note the month, day, and year	cord may be	attached or dates	may be e	ntered bel		3.671).	
Vaccine	Record c	omplete dates	(month,	day, yea	ar) <b>of vaccin</b>	e doses give	n
Diphtheria, Tetanus, Pertussis (DTP)							
DTaP, Tdap							
DT, Td							
Polio							
Hepatitis B (HBV)							
Measles, Mumps, Rubella (MMR)							
Varicella (Chickenpox)							
Hepatitis A							
Meningococcal (MCV4, MPSV4)							
Pneumococcal (PCV)							
Measles (Rubeola) only							
Rubella only							
Mumps only							
Haemophilus influenza Type b (Hib)							
Influenza							
Other							
This information was provided by $\Box$	Health Care	Provider	ent/Guard	dian 🗆	Other		
Signature		Print name				Date /	1

# Ohio Department of Health • School and Adolescent Health **Health History**

Student's name		Sex	Date of birth
		☐ Male ☐ Female	/ /
		'	
Family Health History Please Father	list allergies, heart problems, diabetes, cancer	or other serious health condit	ions.
Tautei			
Mother			
Brothers and Sisters			
Birth and Developmental His	story   No unusual birth or developmenta	al history	
			□ Yes □ No
_	ual physical or emotional illness during this pr $\square$ Yes $\square$ No $\square$ Did the infant have a	5 ,	□ Yes □ No
Briefly explain illness or problems.		iny sickness of problems:	
How does the child's development compa	are to other children, such as his or her brothers/sisters or	playmates?	
☐ About the same ☐	☐ Delayed ☐ Advanced		
Student Health Conditions			
	ar medical/health care for the following cond		nditions
☐ Allergies	☐ Diabetes	☐ Seizure disorder	
☐ Asthma	☐ Depression	☐ Sickle cell anemia	
☐ ADD/ADHD	☐ Ear problem/hearing difficulty	☐ Skin conditions	
☐ Autism	☐ Emotional concerns	☐ Speech problems	
☐ Behavior concerns	Headaches	☐ Traumatic brain inju	_
☐ Birth/congenital malformation		☐ Vision problems (gl	asses, contacts)
Bone/muscle/joint problems	•	Other	
☐ Blood problems	☐ Juvenile arthritis	_	
☐ Bowel/bladder problems	☐ Lead poisoning		
☐ Cancer	☐ Migraines	_	
Cystic fibrosis	☐ Neuromuscular disorder	☐ Other	
Please explain any conditions above or ar	ny reasons for hospitalizations.		
Please indicate any allergies your child ma		School restrictions or recon	mended actions
Bee/Insect	401	School restrictions of recon	mended detions
Food			
☐ Medication			
☐ Other			

## **Health History** continued

Please list any prescription and over the counter medication				
Medication and dose	Time	Reason		
Do any health and/or medical conditions require school res	trictions, modifications, and/or interventi	ion?		
☐ Yes ☐ No If YES, please explain.				
Door the atualant require any areaid managed use and/or the	otus onto fou their bookle condition(a)?			
Does the student require any special procedures and/or tre	atments for their nealth condition(s)?			
Yes No If YES, please explain.				
Please indicate any other information about your child's hea	alth or development that you think would	d be helpful for the school to know.		
,	,	•		
Form completed by	Relationship to student		Date	

## Ohio Department of Health • School and Adolescent Health Oral Assessment

Student's name				Date of birth			
				/	/		
The following services have been	en performed (please check all	that apply)					
Examination	Fluoride application	Oral prophylaxis (cleaning)		escription for fluorio			
Orthodontic assessment	Radiographs	☐ Dental sealant	∟ Tre	eatment (restoration	n, pulp therapy)		
Other							
The following oral hygiene inst	ruction was provided (please	check all that apply)					
☐ Toothbrushing	☐ Flossing	☐ Dietary counseling	□ Us	e of fluoride mouth	rinse		
Other	_	,					
The following statements are a	pplicable (please check all that	apply)					
☐ All necessary preventive services	s have been performed. (Fluoride	treatment, prophylaxis)					
No restorative services are requi	•						
Further treatment is indicated.(							
Further appointments have been Routine recall visits recommend	_	tive)					
Comments	eu.						
Comments							
-							
Dentist's signature	Pr	int name		Phone (			
Address				Date			
City			Chaha	/	/		
City			State	ZIP			