

SOUTHWEST LOCAL SCHOOL DISTRICT

REGISTRATION INSTRUCTIONS GRADES 1-12

To enroll a student for the 2024-2025 school year, you will need to complete a student registration online.

To start your application:

- Go to Final Forms Website <https://southwestharrison-oh.finalforms.com>
- Parents who have an account click Login to add a new student and start the 2024-2025 registration.
- Parents who do not have an account click New Account. Type your Name, Date of Birth, and Email; then click **REGISTER**. Check your email for a Final Forms Email and click **CONFIRM YOUR ACCOUNT** in the email text and confirm your account through your email to start the 2024-2025 registration and add a new student.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the Final Forms email, please email support@finalforms.com.

For parents who do not have students enrolled in the district, you must create a Final Forms parent account.

PLEASE NOTE, WE DO NOT PROVIDE TRANSPORTATION FOR HIGH SCHOOL STUDENTS

ADDITIONAL DOCUMENTS REQUIRED- The following documents are required; we cannot enroll your student without these documents.

- Birth Certificate
- Parent/Guardian Photo ID
- Court/Custody Documents-**Must include all pages.**
- Proof of Residency-**Please provide ONE of the following.** (Additional documents may be required in certain situations.)
- Mortgage Statement or Deed
- Lease Agreement That is Not Expired, (signed by both parties) **A Month-to-Month Lease is not sufficient.**
- Current Water Bill -**NO ELECTRIC, Phone or Cable Bills accepted.**
- Property Tax Statement
- Notarized Southwest Local School District Affidavit of Residency & Current Water Bill in same persons name

Affidavit to be used when parent/legal guardian and child are living in a domicile belonging to another person or leased to another person and have no other accepted residency document in the parent/legal guardian name. Only the owner of the property can complete the Affidavit.

- Grades 6- 8 – Immunization Record
- Proof of child's most recent completed grade – final report card or transcript (Grades 10-12 must have a transcript)
- IEP/ETR Including Signature Page (If Applicable)
- Copy of the 504 (If Applicable)
- Copy of the Gifted Education Plan

Note that your student will not be enrolled until all forms have been completed and signed and ALL the above documents have been uploaded and are acceptable.

When you have completed the online registration, contact the District Registrar Lisa Williams at District Office (513) 728-8401 to make sure the documents have been received and are acceptable to complete your registration.

Your child will not be considered registered for the upcoming school year if the proper documentation has not been uploaded into Final Forms