

Arlington Local School District

336 S. Main St., P.O. Box 260
Arlington, OH 45814
Phone: 419-365-5121 Fax: 419-365-1282

ENROLLMENT PROCEDURES

Welcome to Arlington Local School!

All new students must be registered at the Arlington Local Schools by a parent or legal guardian in the school office. The registration process includes the completion of enrollment forms as well as providing the required documents.

In compliance with the requirements established by Ohio law, the Ohio Revised Code and the Missing Children's Act, along with the Arlington Local School District Board of Education, please bring the following information and documentation when you enroll your child(ren) in the Arlington Local School.

In order to prepare for your child(ren), we request that they begin attending the day after enrollment is complete.

- Complete the **Enrollment form**. (available in the school office)
- Present the child's **official birth certificate** from the state bureau of vital statistics (Hospital Birth Record or Birth Card **not** accepted).
- Proof of Residency** – All students must be Arlington Local School District residence unless they have been accepted through open enrollment.

Present one of the following at an address (**NO P.O. Box number accepted**) within district in parent/guardian name:

- a. Most recent utility bill (phone, gas, electric)
 - b. Deed to home
 - c. Escrow papers
 - d. Rent receipt (latest month) and current utility bill
 - e. Lot deed and builder agreement with a letter from Builder stating that occupancy will take place within **90 days** from admission date. Parent must agree to transport child to and from school until they occupy the new home
 - f. Deposit receipt for gas, electric or phone hook-up
 - g. **Residency Affidavit form** and utility bill (for guests of Arlington Local School District residents)
- Custody Document** – If the child is NOT living with both biological parents listed on the official birth certificate, in accordance with Ohio law, you must provide a complete copy of all court documentation (divorce decree, shared parenting agreement, etc.).
 - School Records**
 1. Name, address, and telephone number of your child's previous school
 2. Current transcript or most recent class schedule (grades 7 – 12 only)
 3. Most recent grade card (grades 7-12 only)
 4. Special Education records (IEP/504 Plan/ETR)
 5. Immunization records and social security card if not included in previous school's records.