

Welcome to Shawnee Local Schools

Centralized Enrollment

Located at

Shawnee Local Schools Central Office

3255 Zurmehly Rd Lima, OH 45806

Hours: 7:00 a.m. – 3:00 p.m. Summer Hours: Call for appointment

For appointment contact:

Melissa Tabler at 419-998-8045 (sw_tabler@noacsc.org)

or **Teresa DeCurtins** at 419-998-8053 (teresa@shawnee.noacsc.org)

New Student Enrollment:

When enrolling, a new student must be accompanied by a parent or guardian. The parent or guardian must provide the following documents:

- 1) If applicable, a certified copy of a **child custody order or decree** and *ANY* modifications to such an order or decree.
- 2) A **transcript** and most recent report card to prove the student's grade level and prior courses. (Grades 7-12 *must* have most recent report card for athletic eligibility purposes.)
- 3) If a student requires special education, the parent or guardian must provide a current **IEP or MFE**.
- 4) Certified copy of the **birth certificate** or passport of the student.
- 5) **Social Security Card**
- 6) **Immunization Record**

Minimum immunization requirements are:

- **4 doses of DPT.**
- Beginning 2010-2011 school year, all **seventh grade students** are required to have a **diphtheria, tetanus and pertussis (Tdap) booster.**
- **4 doses of Polio** vaccine is required. The fourth dose of polio must be administered on or after the fourth birthday.
- **2 doses of MMR** (or equivalent of individual doses of Measles, Mumps, Rubella).
- **3 doses of Hepatitis B vaccine.**
- **1 dose of Varicella vaccine.** A pupil who has had natural chicken pox, and presents a signed statement from the pupil's parent, guardian or physician to that effect, is not required to be immunized against chicken pox.
- A **2nd dose of Varicella** will be a requirement for students entering kindergarten.

Pupils enrolled in kindergarten through grade 12 are required to have written proof on file at their public or nonpublic school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, hepatitis B and chicken pox as set forth in Section 3313.671 of the Ohio Revised Code. Pupils who have not been immunized by a "method of immunization approved by the Ohio Department of Health pursuant to section 3701.13 of the Revised Code" are to be excluded from school attendance no later than fifteen school days after admission unless a medical or religious/philosophical exemption on file at the school. Under the Law (33313.671), children may be admitted to school if they are "in the process" of completing the required immunizations. "In the process" means they have already had a minimum of 1 DPT, 1 Polio, 1 MMR, and 1 Hepatitis B. Children who are not exempt and who are not "in the process" will not be admitted until they qualify. Additionally, those who are "in the process" must complete their series in a medically sound but timely manner or they must lose their temporary waiver and are subject to exclusion from school.

7) **Two proofs of residency:** Parent or Guardian **MUST** provide a photo ID **AND** one document from category **A** and one from category **B**:

- A.** ___ Current purchase agreement, deed, mortgage statement, escrow papers, proof of homeowners insurance, or current real estate tax record
___ Current lease with the parent/guardian's name and the name and phone number of the landlord or a notarized Shawnee Schools Residency Affidavit
- B.** ___ Verification of address from Department of Human Services, Social Security, or most recent pay stub
___ A Current Gas or Electric bill or faxed confirmation of new utility service in the name of the parent/guardian.

*** Post Office Box is not accepted.

***The Board of Education reserves the right to require additional documentation to establish residency to the satisfaction of the superintendent or designee.

If parent or guardian does not present one of the documents proving date and place of his/her child's birth and school records, Shawnee schools Superintendent, Principal or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the child may be a missing child as that term is defined in Section 2109.3 of the Ohio Revised Code.

KINDERGARTEN REGISTRATION INFORMATION

2010 – 2011 School year:

Shawnee Elmwood Primary School will be accepting kindergarten registration for the 2010-2011 school year during the week of **March 22nd – 26th**. Children who will be **5** years old on or by **August 1st** are eligible for enrollment in kindergarten. **Registration forms** will be available at **Shawnee Elmwood** from **9:00 a.m. – 3:00 p.m.** during the week of registration. After the initial registration week, we will be taking registrations at the Shawnee Schools Central Enrollment Office.

Kindergarten Screening will take place **on August 31st, September 1st, and 2nd**. Parents can sign their student up for a screening date during registration. Mailings will be sent out in early August reminding parents of their student's screening date and detailing orientation information.

The items listed below are required for enrollment and must be presented at the time of registration.

- ✓ **Student's Birth certificate**
- ✓ **Social Security Card**
- ✓ **Immunization records**
- ✓ **Parent's ID**
- ✓ **2 Proofs of residency**
- ✓ **Custody papers (if applicable)**

IMMUNIZATION REQUIREMENTS FOR ENTRANCE TO KINDERGARTEN

- **Five** doses of **DPT, DtaP, DT** or **Td** or a combination. (Only **four** doses required if the fourth dose administered after the fourth birthday.)
- **Four** doses of trivalent oral polio (**TOPV**), or Inactivated Polio Vaccine (**IPV**). The fourth dose of polio must be administered on or after the fourth birthday.
- **Three** doses of Hepatitis B (**Hep B**).
- **Two** doses of measles, mumps and rubella vaccine (**MMR**).
- **Two** doses of **Varicella** vaccine (chicken pox) or written proof of having had the disease.

- **Kindergarten Registration for 2010-2011** - March 22-26, 2010 - (9:00 – 3:00)
- **Kindergarten Screening** - August 31, September 1 - 2, 2010 - (9:30 – 4:30)
- **Kindergarten Class List Posted** - September 3, 2010
- **Kindergarten Orientation** (1/2 day) - September 7, 2010
- **First Day of Kindergarten** - September 8, 2010

TRANSPORTATION

If you are in need of transportation in the Shawnee School District, please call our transportation department at 419-998-8034