



Parent/Guardian Checklist for Registration

Welcome to West Clermont Schools! We are excited to offer you any aid we can in making your entry into the West Clermont School District a quick and easy one. Before we begin, there is some information that you must have before we can begin the enrollment process. Please review the following checklist to ensure that you have all of the paperwork necessary to complete the enrollment process. If, during the enrollment process, it becomes clear that a necessary piece of paperwork is missing, a new meeting for registration will be scheduled to allow you to obtain the necessary information.

Documents/Forms Required for Registration: (**mandatory for registration - these are required to enroll**)

- Completed Student Registration Packet
- Child's Original Birth Certificate
- Child's Immunization Records and Physical (physical required for Preschool and Kindergarten only)
- Photo ID (of the parent)
- Custody Papers (if applicable)
- Proof of Residency * **OR** Residency Affidavit (if applicable)

*Proof of Residency: Official Rental/Lease Agreement **OR** Purchase Contract **OR** Copy of Deed **OR** Settlement Statement **OR** Land Contract **OR** Affidavit I

After enrolling....



If you enroll between 8 a.m. and 12 noon, your school will contact you *after* 12 noon. If you have any questions, you may contact your school.



If you enroll between 12 noon and 3:30 p.m., your school will contact you the *next business day*. If you have any questions, you may contact your school.

School contacts are:

Amelia Elem. - Mrs. Knudsen - 943-3801
 Clough Pike Elem. - Mrs. Little - 943-6701
 Merwin Elem. - Mrs. Odgen - 947-7801
 Willowville Elem. - Mrs. Prewitt - 943-6801
 Amelia Middle - Mrs. Horine - 947-7500
 Amelia High - Mrs. Wurschmidt - 947-7401

Brantner Elem. - Mrs. Dugan - 943-6401
 Holly Hill Elem. - Mrs. Gloeckner - 943-8901
 Summerside Elem. - Mrs. Hoff - 947-7901
 Withamsville-Tobasco Elem. - Mrs. Ilg - 943-6901
 Glen Este Middle - Mrs. Terris - 947-7708
 Glen Este High - Mrs. Weaver - 947-7601

If your child is riding the school bus, please call either your school or the bus garage (752-4020) to receive your bus number and pick up time and location.

If you have any questions regarding any of these forms or registration requirements please contact the West Clermont Central Enrollment Department at 943-5000.

This is the phone number for the Bureau of Vital Statistics 352-3120 to order a copy of a birth certificate.