



Learn Today. Dream Big.  
Lead Tomorrow.

# Parent/Guardian CHECKLIST of what's needed to enroll

## ONLINE ENROLLMENT

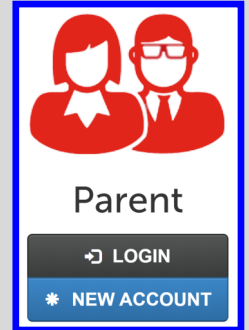
Please log-on to our website at

**www.norwoodschools.org**

Go to **ENROLLMENT**

*This link is in the upper right corner*

Once your forms are completed online, you can upload the documents necessary for Registration to your child's folder in Final Forms or email them:  
Elementary & Middle School (Grades PS-8) to [whitt.m@norwoodschools.org](mailto:whitt.m@norwoodschools.org)  
High School (Grades 9-12) to [barber.a@norwoodschools.org](mailto:barber.a@norwoodschools.org)



## DOCUMENTS NECESSARY FOR REGISTRATION

- Birth Certificate *(Certified Original)*
- Parent/Guardian Photo ID *(Must be Current)*
- Immunization Record
- Custody Papers *(Copy of recorded document required)*  
This is required for a child whose parents/guardians have any legal situation that affects the child.
- IEP/ETR/MFE Documents (if applicable)
- Proof of Residence **\*\* *Must be in the PARENT/GUARDIAN'S name***

You will need **ONE** of the following: **OR** (Must be dated within past **30** days)

You will need **TWO** of the following: (Must be dated within past **60** days)

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| <ul style="list-style-type: none"> <li><input type="radio"/> Mortgage Statement</li> <li><input type="radio"/> Property Tax Statement</li> <li><input type="radio"/> Signed Lease/Rental Agreement<br/><i>This must be current &amp; will be required to be updated upon expiration.</i></li> <li><input type="radio"/> Notarized Affidavit of Residency<br/><i>This document must be current &amp; will be required to be updated each school year.</i></li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Utility Bill <u>Duke Energy</u> or <u>Norwood Water Bill</u></li> <li><input type="radio"/> Payroll check stub</li> <li><input type="radio"/> Hamilton Co. Job &amp; Family Services letter</li> <li><input type="radio"/> Medical Bill</li> <li><input type="radio"/> Income Tax Return (current year)</li> <li><input type="radio"/> Insurance Policy (current year)</li> <li><input type="radio"/> Voter Registration Document (current year)</li> <li><input type="radio"/> Vehicle Registration (current year)</li> </ul> |
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**Your child's enrollment will not be complete until all necessary documents have been received and reviewed.**

**You will receive a confirmation email from Final Forms with your child's school building assignment once the enrollment is complete.**