

**Three Rivers Local School District
401 N. Miami Avenue
Cleves, Ohio 45002
513-941-6400**

Parents/Guardians,

WELCOME TO THREE RIVERS!

The following are instructions on how to enroll your new student with the Three Rivers Local School District. These step-by-step instructions are to help you enroll your child in a smooth and timely manner. The checklist provided in your packet will also help you to be prepared when you arrive for your enrollment appointment. Please print this in its entirety to get the most out of the information provided.

Thank you for choosing the Three Rivers Local School District!

New Student Enrollment Process Step-by-Step

1. Print off your child's enrollment packet or pick it up at the appropriate school office during regular school office hours. If your child will be in a grade 7-12, make sure to print off or obtain the appropriate Course Selection Sheet for that grade. You do not need to make an appointment to pick up packets. All school offices are located at the main campus at 56 Cooper Ave., Cleves, Ohio 45002.

Three Rivers Elementary	467-3210	Grades PK – 4
Taylor Middle School	467-3500	Grades 5 – 8
Taylor High School	467-3200	Grades 9 – 12

2. **All enrollments are by appointment only.** If picking up your packet in person, please make sure to schedule your appointment with the appropriate school secretary. If printing your packet from our website, please call to schedule.
3. Complete your packet at home and gather all documents required to be provided by you. All forms must be completed, signed by the custodial parent/guardian and notarized where applicable. When completing course selection sheets for grades 7 – 12, choose the courses that best fit your child and if necessary, refer to the Course Descriptions link on the Academics tab of the Taylor High School webpage or a copy can be obtained at the Taylor High School main office. Any incomplete forms may cause delay in your child's enrollment.
4. The following documents are required by you as stated in our District Policy and/or State Law. These documents will be copied and returned to you.
 - Your child's original birth certificate, passport or baptismal certificate
 - Your valid driver's license or State ID
 - Proof of custody/divorce, if applicable. Must be court recorded.
 - Death certificate of deceased biological parent, if applicable
 - Proof of residence (current utility bill, rental/lease agreement, purchase agreement, current tax bill with bottom attached)
 - Your child's immunization record
 - Your child's IEP/ETR, 504 or Gifted records, if applicable
5. Affidavits – The affidavits included in the packet are part of the Three Rivers Board Policy Proof of Residency requirement and must be notarized prior to submission. However, all affidavits will not apply to all enrollees. They are dependent upon the family situation. Notarization can be obtained at your bank at no cost, or at a local BMV office.

Affidavit of Current Residence – Must be completed and notarized for **all** who enroll.

Affidavit of Landlord – Must be completed and notarized by all who rent or lease but do not have an agreement in writing with their landlord. This also applies to those who may live with someone even if they don't pay rent.

Affidavit of Prior Residence – Must be completed and notarized by anyone who has moved in the last 12 months.

6. Appointment Day – At this time, the packet will be reviewed by the school secretary. Please bring your **completed** packet and all required documents with you. Documents that are required but not provided may delay your child's enrollment into school. Please be sure you have what is needed.
7. Once the documents are correct and complete, students in grades K – 6 may be given a start date. Students entering in grades 7-12 may be held off until records can be obtained from the previous school and the counselor can arrange a meeting with you and the student about scheduling. In that case, you will be notified either by the school secretary or the counselor of the start date.

If your child is on an active IEP, their records must be reviewed by the special education department for placement before a start date can be determined. Once that occurs, you will be notified of the start date.

If your child is given a start date, please make sure they attend on the day they are told. They should have with them a backpack, something to write with, paper and notebook, and a folder to keep loose papers in. Your child will be told by his/her teachers what they will be required to have for class.

8. Once enrolled into the computer system, your child will be assigned a homeroom and the Transportation Department will assign a bus, if necessary. Your child will find out his/her homeroom on the first day of arrival. Transportation will notify you of the bus pickup/drop off location and times.
9. Your child's academic, medical, attendance and discipline records will be requested and obtained from the previous school and entered into our electronic filing system.

If you have questions about any part of the enrollment process, feel free to contact your school secretary for assistance.

Affidavit of Current Residence – Must be completed and notarized for **all** who enroll.

Affidavit of Landlord – Must be completed and notarized by all who rent or lease but do not have an agreement in writing with their landlord. This also applies to those who may live with someone even if they don't pay rent.

Affidavit of Prior Residence – Must be completed and notarized by anyone who has moved in the last 12 months.

6. Appointment Day – At this time, the packet will be reviewed by the school secretary. Please bring your **completed** packet and all required documents with you. Documents that are required but not provided may delay your child's enrollment into school. Please be sure you have what is needed.
7. Once the documents are correct and complete, students in grades K – 6 may be given a start date. Students entering in grades 7-12 may be held off until records can be obtained from the previous school and the counselor can arrange a meeting with you and the student about scheduling. In that case, you will be notified either by the school secretary or the counselor of the start date.

If your child is on an active IEP, their records must be reviewed by the special education department for placement before a start date can be determined. Once that occurs, you will be notified of the start date.

If your child is given a start date, please make sure they attend on the day they are told. They should have with them a backpack, something to write with, paper and notebook, and a folder to keep loose papers in. Your child will be told by his/her teachers what they will be required to have for class.

8. Once enrolled into the computer system, your child will be assigned a homeroom and the Transportation Department will assign a bus, if necessary. Your child will find out his/her homeroom on the first day of arrival. Transportation will notify you of the bus pickup/drop off location and times.
9. Your child's academic, medical, attendance and discipline records will be requested and obtained from the previous school and entered into our electronic filing system.

If you have questions about any part of the enrollment process, feel free to contact your school secretary for assistance.