

# Batavia Local Schools - Central Enrollment

## Frequently Asked Questions

### **1. What paperwork do I need to enroll my child into the Batavia Local School District?**

- Parent/Guardian ID
- Child's Birth Certificate
- Proof of Residence (one of the following)
  - lease (if renting)
  - auditor's printout (if you own the property)
  - settlement statement (if you recently purchased the property)
  - recent utility bill (electric, phone, cable, sewer, or water)
  - Custody documents or divorce documents (the document must state who is the legal guardian of the children and/or who is the residential parent for schooling purposes)
- Immunization records (only for kindergartners)

### **2. I don't have access to a computer. How do I complete online enrollment?**

You can call the central enrollment office at 513-732-2640 to make an appointment to complete online enrollment at the central enrollment office.

### **3. I have completed online enrollment but I am unable to upload my documents.**

You can save and submit your enrollment application without uploading documents. After that, you can submit your documents by either emailing the files to Jennifer Stewart at [stewart\\_je@bataviaschools.org](mailto:stewart_je@bataviaschools.org) or by dropping them off in person to the Central Enrollment office at 2310 Old State Route 32, Batavia, OH 45103.

### **4. Do I need to bring records from my child's previous school?**

It is not necessary to bring your child's records from their previous school, as Batavia Local School District will request them for you. However, if your child has an ETR and/or IEP, it is helpful (but not required) to provide a copy to the central enrollment office.

**5. I have completed online enrollment. How soon can my child start school?**

Students with completed applications by 12:00pm on a school day will be able to start two days after submission date. Students with completed applications after 12:00pm on a school day will be able to start 3 days later. **NOTE:** *If your child has an IEP or requires other accommodations, the start date may be later in order to ensure that your child can be properly served.*

**6. I live outside of the Batavia Local Schools District and would like to open enroll my child.**

Open enrollment applications are accepted annually for a limited time between early April and late May. Capacity and grades accepted vary year to year. For more information about the process, you may contact the Superintendent's office at 513-732-2343 or visit the open enrollment page at <http://www.bataviaschools.org/2017-2018OpenEnrollment.aspx>

**7. I am living with someone who owns or rents in the Batavia Local School District and my name is not on the lease, deed, or utility bills.**

You will need to have the owner or renter fill out an affidavit to verify your residency and they will have to provide proof of residency as listed in question 1. This form is available in the Central Enrollment office or on the Central Enrollment department page at [www.bataviaschools.org](http://www.bataviaschools.org)

**8. I am staying with someone who owns or rents in the Batavia Local School District or am living in a shelter or motel and I would like to enroll my child in school.**

Please contact Jennifer Stewart at 513-732-2640, option 4 to discuss options for enrollment.

**9. I am building a house in the Batavia Local School District and would like to enroll my child before the house is completed.**

An exception can be made if a parent or guardian is building a house in the district within 90 calendar days of the student's first day of attendance. The parent/guardian must provide:

- A sworn statement (meaning notarized document) indicating the location of the house and the parent's intent to reside there.
- A statement from the builder confirming that a new house is being built for the parent at the indicated location. This document must state an anticipated occupancy date, as well as verify that financial agreements (contract, deposit, etc.) have been concluded. This statement shall not be pending on any other circumstance.

**10. I am in the process of purchasing a home in the Batavia Local School District and would like to enroll my child before the sale is complete.**

An exception can be made if a parent or guardian is buying a house in the district and the sale will close within 90 calendar days of the student's first day of attendance. The parent/guardian must provide:

- A sworn statement (meaning notarized document) indicating the location of the house and the parent's intent to reside there.
- A statement from the real estate broker or bank officer confirming that the purchase Contract

**11. I am a grandparent of a child and would like to enroll them in school.**

Grandparents can enroll their grandchildren in their school of residency if they have a valid Caretaker Affidavit filed with juvenile court. For more information on this process, please visit <http://probatejuvenile.clermontcountyohio.gov/JUVFORMS.aspx>

**12. I have filed for custody of a child and would like to enroll them in school.**

A letter should have been provided to you by the court stating that you have filed for custody. This letter can be used to enroll the child in the Batavia Local School District, but you will be required to provide the final custody documents to the school once the court date has taken place.

**13. I am a single mother (never married to biological dad) and I want to enroll my child in school. Do I need to have custody documents?**

In Ohio, a single mother (never married to biological dad) is automatically the guardian of the child and custody documents are not required unless a shared parenting or custody agreement has been created through juvenile court.

**14. There is a protection order in place for my child. How do I submit this to the school?**

When enrolling your child, please upload the protection order to the custody documents section. You may also email it directly to Jennifer Stewart at [stewart\\_je@bataviaschools.org](mailto:stewart_je@bataviaschools.org) or bring it to the Central Enrollment office at 2310 Old State Route 32, Batavia, OH 45103.