

5/19/2020: Update for 2020-2021 Preschool Families

Dear Shelby Families,

If you are interested in having your child attend preschool in the 2020-2021 school year, the first step is to complete an online application. The application can be found at [www.shelbyk12.org/forms/](http://www.shelbyk12.org/forms/) under District Forms / New Student Enrollment Forms. Families who apply will be contacted by the director or lead teacher to schedule a screening appointment. Screening is only used to determine potential or suspected developmental needs and abilities. Families will be notified as to available openings at the time of contact.

If you have a child that is accepted into preschool for the 2020-2021 school year, you will need to register your child for school. Please visit [www.shelbyk12.org/forms/](http://www.shelbyk12.org/forms/) and print off and complete the following **new student enrollment forms**:

- Student Enrollment Form
- Records Release
- Home Language Survey
- Federal Enrollment Requirement
- Military Form
- Student Transportation Request (if applicable)

In addition, we will need the following documents:

- Student Birth Certificate
- Immunization Records
- Parent / Guardian Driver's License
- Custody Papers (if applicable)
- Parent / Guardian Proof of Residency (utility bill such as cable, phone, gas, or electric, dated within the last 30 days. We also accept lease and purchase agreements. We cannot accept a medical or credit card bill. If you are living with someone and/or do not have a utility bill in your name, please contact the Board of Education Office for special arrangements)

Completed forms and required documents can be turned in by:

- Mail forms to the Board of Education Office:  
25 High School Avenue, P.O. Box 31, Shelby, OH 44875 Attn: Student Enrollment
- Email completed forms, along with documents to: [enrollment@staff.shelbyk12.org](mailto:enrollment@staff.shelbyk12.org)
- Place in the drop box located outside of the Board of Education entrance on the west end of Central School building.

If you do not have the ability to print off the registration forms from our website, please contact the Board of Education to request forms be mailed to you.

If you have any questions regarding enrollment, please contact the Board of Education Office, 419-342-3520.