

Effective July 1, 2020, Wayne Local Schools will be registering NEW students for the 2020/21 school year. If you applied for open enrollment, please do not register your child until you have been approved for open-enrollment. Currently, approval for open enrollment is on hold.

PLEASE FOLLOW THE BELOW STEPS TO REGISTER YOUR CHILD(REN):

- STEP 1: Click on the following link to start registration: <https://waynelocal-oh.finalforms.com/>. Parent/Legal Guardian – Click on “new account” and register yourself as a parent/guardian. You will then receive an email prompting you to confirm and complete your registration and add your student(s).
- STEP 2: Gather the following required documentation needed to complete enrollment:
 - ✓ Original Birth Certificate
 - ✓ Parent/Guardian Driver License or State Identification Card
 - ✓ Copy of IEP/ETR/504 (if applicable)
 - ✓ Custody paperwork (if applicable)
 - ✓ Copy of last Report Card and/or Transcript
 - ✓ Immunization Records
 - Elementary School – all vaccines up to date
 - Middle School – All vaccines up to date; 7th grade will need Meningococcal & TDAP
 - High School – All vaccines up to date; 12th grade will need Meningococcal
 - ✓ Proof of Residency
 - Mortgage Statement and/or property deed if owner
 - Current Rental/Lease Agreement if renting
 - DP&L or Vectren statement
 - Building Contract with move-in date; if building in WLS district
- STEP 3: Click <https://wlsregistration.youcanbook.me/> to make an appointment online or call Carissa Clawson at (513) 897-2761, ext. 2000. You must setup appointment to finalize enrollment. During the month of July, appointments can only be made on these dates: July 8, July 21, July 22, and July 23. Regular business hours will resume on July 27th, however, you **MUST** have an appointment scheduled to finalize your child’s enrollment with Wayne Local Schools.
- STEP 4: Bring required documents to your appointment. All appointments will be held at Waynesville Elementary School, 659 Dayton Road, Waynesville.