



Enrolling New Students

Scan the QR code to go directly to our enrollment page at XeniaSchools.org



GETTING STARTED

The application process must be completed online, using Final Forms. The current enrollment calendar can be found at XeniaSchools.org. Families should note that enrollment must be *complete* five (5) business days prior to the first day of school for their student to start on Day 1.

OPEN ENROLLMENT

Xenia families who want to "open enroll" their student to another elementary must submit an Intra-District request annually (April-May only).

Out of district families may enroll at any time, but must submit their Inter-District enrollment form annually.

Note that these supplemental forms are *in addition* to all Final Forms registration.

A WORD ABOUT PRESCHOOL & KINDERGARTEN

Note that admission to **Xenia Preschool** is limited. Registration for the following school year begins in March, with screening opportunities throughout the spring and early summer. Registration generally closes at the end of September.

Kindergarten students will be scheduled for screening in August by the student's home building. Families should complete paperwork as soon as possible so that classroom assignments can be made and screening scheduled.

REQUIRED DOCUMENTS*

1. Certified student birth certificate, hospital birth record, or passport.
2. Photo identification of the parent/custodial parent/legal guardian (driver's license or state-issued photo ID)
3. Immunization Record - The documentation must include immunizations your child has received or is in the process of receiving.
4. Individualized education plan (IEP) - If your child has an IEP from a previous school, please provide a copy at the time of enrollment.
5. Proof of custody - In the event of a legal separation or divorce, the parent who has legal custody must provide a complete copy of the court-ordered custody agreement.
6. Proof of residency

ADDITIONAL DOCUMENTS

For students entering 7th or 8th grade:
Copy of standardized testing scores and most recent report card.

For students entering High School:
Copy of transcript and most recent test scores.

After initial registration, XHS students will need to make an appointment with a guidance counselor to create their class schedule. Call 937-562-9915.

**Details about required documents, including acceptable options, as well as how to scan and upload them, can be found at XeniaSchools.org.*

Questions? Visit us at XeniaSchools.org for more information about the enrollment process and to find the current enrollment calendar with deadlines.