

Franklin Township Community School Corporation CENTRAL REGISTRATION



Attached you will find a packet of information required for registration. In order to facilitate the registration process and minimize your time, it is necessary to complete all enclosed forms. In addition to this packet, the following documentation will be **required** to complete registration:

- Student's birth certificate
- Immunization record
- Proof of residency, please provide one of the following:
 - Current utility bill
 - Lease/Rental Agreement
 - Property tax statement

ADDITIONAL DOCUMENTS NEEDED AS THEY APPLY:

- Current transcript from last school (*high school students*)
OR proof of completion of 8th grade for incoming freshman new to the township
(a final semester report card showing promotion is acceptable)
- A copy of the withdrawal form from previous school (*high school students*)
- Any court orders that prevent or limit access of a parent to a child or the child's educational records
- Any restraining orders or other legal documents specifically limiting the access of any individual to the student(s) being enrolled
- Documentation of any health concerns or allergies of which the school should be aware.
- Copy of IEP/records for special education students

REGISTRATION IS NOT COMPLETE UNTIL ALL NECESSARY INFORMATION
AND DOCUMENTATION IS PROVIDED.

AFTER REGISTRATION AT CENTRAL OFFICE, YOU **MUST** RETURN PACKET
TO YOUR CHILD'S SCHOOL TO FINALIZE ENROLLMENT.

PLEASE CALL THE SCHOOL FOR AN APPOINTMENT. EACH SCHOOL'S
ENROLLMENT HOURS WILL VARY.

Book rental/transportation fees will be collected at the individual school. Cash,
check or charge will be acceptable payments. Full Day Kindergarten deposits
are also required at the schools after Central Office registration.