

HILLSBORO CITY SCHOOLS CENTRAL REGISTRATION

www.hcs-k12.org
937-393-3132 phone
937-393-5841 fax



Dear Parent/Guardian:

We are happy that your child will be attending Hillsboro City Schools. Below you will find a list of all documents necessary to properly register your child. All students wishing to be enrolled in our district must bring these forms to the board office for registration. The office is open for registration between 9:00 A. M. and 2:00 P. M. Monday thru Friday. For your convenience, and to minimize waiting time, it is advisable to call 937-393-3132, extension 5105 for further directions and availability. In order to have a full and uninterrupted first day, the student will then go to his/her assigned building the following morning and begin school on that day. This also allows the teachers to have time to fully prepare for their new student. We welcome parent and child requests to tour the building once they have completed the enrollment process. We would be happy to call and see if a guide is available upon your request.

We will NOT be able to begin the enrollment process without the following:

- ◆ Certified Copy of Birth Certificate
- ◆ Official Shot Record
- ◆ Proof of Residency (current utility bill, rent/lease in your name)
- ◆ Custody Papers from Court (If applicable)

Additional information that would be helpful in the process:

- ◆ Parent/Guardian Photo ID
- ◆ Student Social Security Card
- ◆ Name and address of last school attended
- ◆ Latest Grade Card and/or Transcript
- ◆ Current IEP/MFE
- ◆ Medical Contact Name and Numbers
- ◆ Dental Contact Name and Numbers

If you should have any questions please contact:

Michelle Branscome

937-393-3132 Extension 5105

or

937- 393-7341

mbranscome@hillsboro-indians.org

EMIS Coordinator/Central Registrar

6.14.18