



# Guide to Kindergarten Enrollment



## **Congratulations! Your child is going to kindergarten!**

You should be proud of the support you have given your child to reach this moment. Kindergarten marks the beginning of a new journey filled with learning, growth and opportunity.

**This guide provides parents and caregivers with information on how to enroll children in kindergarten.** It includes information for enrolling children in kindergarten in the Columbus City, Groveport Madison Local, Reynoldsburg City, Southwestern City, Westerville City and Whitehall City school districts.

As you prepare for this transition, **we encourage you to connect with your school district** to find out if there are events, such as orientation and parent nights, that you can attend. This is an excellent way to learn more about expectations for kindergarten, meet school staff and gain valuable information about how to support your child.

We wish you and your child a smooth and successful transition into this next exciting chapter!

**Success by Third Grade Team  
United Way of Central Ohio**



## Kindergarten Enrollment

Kindergarten is essential in laying the foundation for your child's success in school. **Ohio law requires Ohio children to attend kindergarten by age 6. Typically, children start kindergarten at age 5.** To enroll, a child must be 5 years old by the school district's first day of school.

### How to Enroll a Child in Kindergarten – Step-by-Step (for parents and caretakers)

- Check the **school district's first day of school** (start dates vary by district) to confirm that your child should start kindergarten this upcoming year.
- **Confirm you live in the district** (proof of residency is required).
  - To find which school district your child is in, insert your address into the form reached by scanning the QR code at the bottom of the page or at this website: <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupbyAddress.aspx?taxType=SchoolDist>
- Gather **required documents** (see checklist on the next page).
- **Complete the district's registration process.** Most districts require that you **register online.** You are encouraged to use a desktop or laptop computer if possible and not a mobile phone.
- **Upload or bring documents** to the district enrollment/verification appointment if a district requires one. Note: Uploading documents beforehand speeds up the process.
- If required, **attend any required kindergarten screening/orientation.**
- If applicable, **complete the school choice/lottery application.** Some school districts allow families to request a different school than the one assigned to their home address.
- Once you enroll your child, watch for **start-of-year communications** from the school district about:
  - School assignment
  - Bus assignment (if applicable)
  - First day of school





## Typical required documents

These are the documents to collect as you start the enrollment process. **Document requirements can vary by district**, and a district may have a special process for families whose child lives in a home where the parent or guardian's name is not on the lease, mortgage or utility bills (shared housing or affidavits).

- **Proof of child's age** (accepted documents include an original or certified copy of the child's birth certificate, the child's passport or a birth affidavit)
- **Immunization** record or immunization exemption forms (if applicable)
- **Parent/guardian photo ID** (accepted documents include a driver's license, state ID, passport, green card or visa)
- **Proof of residency** (accepted documents include a lease or mortgage in parent/guardian's name, two utility bills with the same address or a pay stub that includes parent/guardian's name and address)
- **Custody/guardianship documents** (if applicable)
- Any **special education documents**, like an Individual Education Plan (IEP), 504 plan or Evaluation Team Report (ETR)

**For more information about enrollment documents in English and other languages**, go to the following website and scroll down to find the list of documents:

<https://education.ohio.gov/Topics/Student-Supports/English-Learners/AOEL/Family-Roadmap/Enrolling-Your-Child-in-Ohio>



## Columbus City Schools

**Registration dates:** Kindergarten registration for the school year typically **begins in February** of the year when a student plans to enroll.

**Age cutoff date:** A child must be five years old on or before **the first day of school** to enroll in kindergarten.

**How to register:** You can complete registration online at <https://www.ccssoh.us/start-here/enroll-your-student>. Please click on the **Speedy Pass** symbol to begin the enrollment process.

You can also submit for the **school lottery** as part of this registration. The school choice lottery is a system for students to apply to schools other than the assigned school based on their address. Parents and caregivers planning to submit a lottery application must complete the Online Registration with all necessary documents by the district's due date, which is typically in **March** of the year a student plans to enroll.

Enrollment **appointments are no longer required but** are available as an option.

**Information:** General kindergarten enrollment information can be found at <https://www.ccssoh.us/start-here/enroll-your-student>

**Contact information:** To speak to someone in enrollment **call** (614) 365-7459. If you have questions, you can **email** [centralenrollment@columbus.k12.oh.us](mailto:centralenrollment@columbus.k12.oh.us) or contact the FACTLINE at (614) 221-3228 or [FACTLine@columbus.k12.oh.us](mailto:FACTLine@columbus.k12.oh.us).

For **in-person service** or to use a kiosk for enrollment go to:

- Central Enrollment Center, 430 Cleveland Ave., Columbus, Ohio 43215
- Hours: 8 a.m. to 4:30 p.m., you must arrive by 4 p.m. to enroll at a kiosk.

**QR code for enrollment information:**



## Columbus City Schools



## Groveport Madison Schools

**Registration dates:** Kindergarten registration for the school year typically begins in **May or June** of the year a student plans to enroll.

**Age cutoff date:** A child must be 5 years old on or before **the first day of school** to enroll in kindergarten.

**How to register:** You can enroll **online** at <https://groveport-oh.finalforms.com>.

**Information:** General kindergarten readiness information, including enrollment links, can be found at <https://www.gocruisers.org/support-services/enrollment/kindergarten-information>.

**Contact information:** If you do not have access to a computer or the internet call the Enrollment Center at (614) 491-8288 to arrange a time to come into the office to use a computer.

For **additional information**, you can contact:

- District Service Center, 4400 Marketing Place, Suite B, Groveport, OH 43125
- Call (614) 491-8288
- Email [Enrollment@GoCruisers.org](mailto:Enrollment@GoCruisers.org)

**QR code for enrollment information:**





## Reynoldsburg City Schools

**Registration dates:** Kindergarten registration for the school year typically **begins in February** of the year when a student plans to enroll.

**Age cutoff date:** A child must be 5 years old on or before **the first day of school** to enroll in kindergarten.

**How to register:** **Registration is not done online.** You must complete a digital registration packet (see below) and then schedule an appointment. The **digital registration packet** can be found at <https://resources.finalsite.net/images/v1764608621/reynorg/pjstuskcqvmnkoawjtg/1KindergartenRegistrationPacketrev112025.pdf>.

Digital registration packets are also available in **Spanish**

(<https://filecabinet.eschoolview.com/E104A996-0407-4D75-9798-6F54803E95A1/3bd74552-69a1-4513-a17d-20a5f55f43bf.pdf>) and **French**

(<https://resources.finalsite.net/images/v1751466068/reynorg/hvmxcpkehznmnoakg2a/FrenchEnrollmentPacket.pdf>).

Next, **collect the required documents** and **schedule an appointment** online through the calendar application or walk in at the Reynoldsburg City Schools Welcome Center (see below).

**Information:** Kindergarten enrollment information can be found at <https://www.reyn.org/enrollment>.

**Contact information:** For enrollment questions, call the **Welcome Center** at (614) 501-1033 or schedule a visit.

- **Address:** Welcome Center, 1555 Graham Road, Reynoldsburg, OH 43068
- **Hours:** Monday through Friday, 8:30 a.m. to 4 p.m.; walk-in hours are 8:30 a.m. to 3:30 p.m.; the last person will be seen at 3:45 p.m.
- **Email** [welcomecenter@reyn.org](mailto:welcomecenter@reyn.org)

**QR code for enrollment information:**





## South Western City Schools

**Registration dates:** Kindergarten online registration can typically be **completed starting in February** of the year a student plans to enroll and usually **must be submitted by early August** to ensure a student can start school on the first day.

**Age cutoff date:** A child must be 5 years old on or before **the first day of school** to enroll in kindergarten.

**How to register:** You can complete registration online at <https://portal.swcsd.us/campus/portal/parents/southwestern.jsp>.

**Information:** General kindergarten enrollment information can be found at <https://www.swcsd.us/KindergartenEnrollment.aspx>.

**Contact information:** For additional assistance, contact the Welcome Center.

- **Address:** South Western City Schools Welcome Center, 2803 Southwest Blvd, Grove City, OH 43123 (Formerly Brookpark Middle School site)
- **Phone:** (614) 801-6280 | **Spanish assistance:** (614) 801-6284

**QR Code for kindergarten enrollment information:**





## Westerville City Schools

**Registration dates:** Kindergarten registration for the school year typically **begins in late fall** preceding the year a student plans to enroll.

**Age cutoff date:** A child must be 5 years old on or before **the first day of school** to enroll in kindergarten.

**How to register:** You can complete registration online at <https://registration.wcsoh.org/login>.

Westerville City Schools **offers half-day kindergarten at no cost and all-day kindergarten for a cost** (tuition assistance may be available for qualifying families). Children are selected for all-day kindergarten through a lottery. To **join the all-day kindergarten lottery** be sure to enroll by the district's deadline, which is typically in **late February**.

You can also submit for the **school lottery** as part of this registration.

**Information:** General kindergarten information can be found at <https://www.westerville.k12.oh.us/teaching-learning/academics/departments-of-elementary-schools/kindergarten>.

**Contact information:** For questions or clarification, you can contact the Westerville City Schools Enrollment Center.

- Email: [welcome@westerville.k12.oh.us](mailto:welcome@westerville.k12.oh.us)
- Phone: (614) 797-7700

**QR code for kindergarten and enrollment information:**





## Whitehall City Schools

**Registration dates:** Kindergarten registration for the school year typically **begins in April** of the year a student plans to enroll.

**Age cutoff dates:** A child must be 5 years old on or before **the first day of school** to enroll in kindergarten.

**How to register:** Families can **register online** at [https://meta.infinitecampus.org/campus/portal/parents/whitehall\\_city.jsp](https://meta.infinitecampus.org/campus/portal/parents/whitehall_city.jsp). Uploading documents online expedites the registration process.

Once you complete the application you must **schedule an appointment** through a Schedule an Appointment link found here: <https://www.wcsrams.org/our-district/student-enrollment>

**Information:** Please note that **enrollment must be done on a computer**, it cannot be done on a mobile phone. Also, Whitehall City Schools holds an event in April for incoming kindergartners called the Little Rams Roundup.

**Contact information:** For additional information, contact the Whitehall City Schools Enrollment Center.

- **Address:** Kae Avenue Campus inside the C. Ray Williams Early Childhood Center at 4738 Kae Avenue, Whitehall, OH 43213
- **Hours:** Monday through Friday; 8 a.m. to 12 p.m. and 1 p.m. to 4 p.m. by appointment only
- **Phone:** (614) 417-5129
- **Email:** [wcsenroll@wcsrams.org](mailto:wcsenroll@wcsrams.org)

**QR code for enrollment information:**



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