



Westlake New Kindergarten Student Registration Instructions and Checklist for 2022-2023

Step 1: Complete Pre-Registration on-line (please note that completing the pre-registration does not complete your registration nor does it notify the registrar).

Step 2: Collect all of the required documents.

Step 3: Complete all of the required forms.

Step 4: Use the checklist to make sure you have all of the required and acceptable documents and forms.

Step 5: Submit all required documents and forms listed to Evelyn Urbin, Registrar (K-12), via mail or email:

Mail to: 24365 Hilliard Bld., Westlake, OH 44145

Email to: Urbin@wlake.org

Please use the checklist on the next page to ensure you have everything you need before submitting your documents for registration.

Missing documentation may delay student enrollment.

Scan this QR code to go straight to the Kindergarten registration page:
or use this link: <https://www.wlake.org/registration1/kindergarten>



Registration Documents & Forms Check List for Kindergarten



All forms listed are required unless marked otherwise.

Parent/Guardian state or federal issued PHOTO ID (Must be valid)

Student Birth Certificate (a readable and translated to English copy only)

Residency Forms Required: There are two types of residency in Westlake. Please complete one of the forms listed below that best matches your living situation in Westlake. You will also be required to provide one primary and one secondary supporting document with your residency form. Acceptable supporting documents are listed on each form residency forms. No substitutions.

- **Residency Affidavit:** (if you are the owner or you are the person listed on the lease.)
- **Sworn Statement of Residence:** (to be completed when parent/guardian is not the owner or person listed on the lease/rental agreement.)

Kindergarten Preference Form

Student Health Questionnaire (completed by parent)

Immunization Records (acceptable document: printout from physician)

Kindergarten Entrance Exam (completed by a physician and due no later than 8/1)

Custody Forms Required: (Applicable if parents were never married, are living apart, are separated, or divorced)

- **Custody Affidavit:** (Applicable if parents were never married) If you have gone to court, you must provide a copy of the signed, certified, and time-stamped copy of the court order.
- **Custody Affidavit:** (Applicable if parents are separated, living apart, or divorced) Must also provide a FULL (all pages) copy of the signed, certified, and time-stamped court order.
- **Custody Pending Form:** (Applicable if due to motion to revise custody) Must also provide a copy of the signed, certified, and time-stamped court order.
- **Court Placement Form:** (Applicable if due to motion to revise custody) Must also provide a copy of the court journal entry and any other applicable court documents.

Last Report Card or Transcript: From the previous school for proof of grade. (Applicable if transferring from another school)

Student Records Release Form (Applicable if transferring from another school, please complete and turned into our Registrar)

Evaluation Team Report (ETR)/Individualized Education Program (IEP).

Gifted Records (WEP/WAP and testing score): (If applicable)

Submit all forms and documents to Evelyn Urbin Registrar (K-12), via mail or email. If you are mailing in your forms and documents, please submit readable copies. Please **DO NOT** mail original documents as they will not be returned.

For help with scanning from an **iPhone device** please click **HERE**.

For help with scanning from an **Android device** please see **HERE**.



2022-2023 Program Information

Westlake City Schools' state-required kindergarten program is a half-day program. An optional full-day, tuition-based program is also available.

Benefits of the Full-Day Program: Students in the full-day program work on the same curriculum standards as students in the half-day program. However, the full-day program allows class time for additional practice, reinforcement, intervention, and extensions. Half-day students will require these types of supports at home with parental assistance. It is important to note that throughout your child's schooling, a partnership with parents to reinforce classroom education at home is essential and will still be necessary for full-day students. However, the full-day program provides more time in the school day to implement student-specific instruction to meet individual needs. If you have further questions about whether the full-day option is best for your child, please contact the school principal.

Half-Day Program: When registering for kindergarten with Westlake City Schools, you are automatically registering your child in the half-day program. ***Once a class section has reached the 25 student limit, that section may be capped and students enrolling after that time may be assigned to another section of that grade level.*** As such, the date and time of your completed registration may impact which half day section (AM or PM) your child will be assigned to attend for the upcoming school year. Academic state standards are the same for the half-day program and the full-day program. As always, we partner with families and ask that parents assist with reinforcing at home what is taught in the classroom.

Tuition-Based Full-Day Kindergarten Option: Tuition is required for all students enrolled in the full-day option. Tuition for Westlake City Schools' full-day program is \$2,500 per student for the 2022-2023 school year. **A \$250 non-refundable deposit is required no later than March 31st, 2022, paid by check or money order only.**

Checks and money orders should be made out to "Westlake Board of Education" or "Westlake BOE".

The remaining tuition balance of \$2,250.00 must be paid in full no later than July 1st, 2022 to participate in the full-day program. Payments by check or money order are to be made out to Westlake BOE and be made between February 24th, 2022, and July 1st, 2022. Please include the student's first and last name in the memo section of your check or money order.

Please note: The option to pay the remaining tuition balance by credit card will only be available through our EZpay system as an **Activity Fee** until July 1st, 2022. **Our credit card option only exists for the remaining tuition balance, not the deposit.** New students will not have active ID's until late July, so make sure to select Activity Fee and then Kindergarten Tuition Remaining Balance.

You haven't added any family member to your account for this district. Once you add a family member you will be able to access their account to make a deposit/payment. You can add a family member on the [account page](#).

If you are here to purchase Activity items that do not require a registered family member click [HERE](#) to go to Miscellaneous Activity Fees.

Reduced tuition rates are available for families that qualify under the Federal Lunch Program. Hard copies of the lunch program application may be obtained on the Food Services web-page or via email to Lisa Zuk at zuk@wlake.org. **Pre-Applications must be approved prior to the full tuition balance due date.** All families will need to re-submit an official 2022-2023 application and re-qualify for the lunch program, after July 1st, 2022.

Federal Lunch Program applications: <https://www.wlake.org/departments/food-services>

Save the Date:

- Submit your **Kindergarten paperwork** no later than **March 31st, 2022**. We will accept registrations after this deadline, however, program placement is not guaranteed and will be on a first come first serve basis.
- **Full-Day non-refundable deposit due no later than March 31st, 2022.** Payable by check or money order only. Please make checks or money orders out to "Westlake BOE".
- **Remaining tuition balance due no later than July 1st, 2022.** The option to pay the remaining tuition balance by credit card will only be available through our EZpay system as an Activity Fee until July 1st, 2022.
- **Kindergarten Entrance Exam** paperwork turned in no later than **August 1st, 2022**.
- **Kindergarten Screening will be on August 18th (PM), 19th (PM) & 23rd (All Day).** Details will be communicated mid summer by Mrs. Dagostino, Lead Principal at Westlake Elementary school.
- **Kindergarten Orientation will be on August 25th.** Details will be communicated by Mrs. Dagostino, Lead Principal at Westlake Elementary school.
- **First Day of Kindergarten will be August 26th, 2022**