

Sheffield-Sheffield Lake City Schools

Kindergarten Registration Instructions
2024-2025

Forestlawn Early Learning Center
3975 Forestlawn Avenue
Sheffield Lake, OH 44054

Phone: 440-949-4238

Email: tglass@sheffieldschools.org

INSTRUCTIONS

1. On the Sheffield-Sheffield Lake City Schools Kindergarten Registration website page, click on the registration form (image of form shown to the right).
2. A fillable PDF version of the application will open in a new window. To fill out the registration form, click into the field that needs to be filled and start typing. As long as you stay on the page and do not close the window, the typed information will remain. If you close the window and click on the application image again, a new blank registration form will appear, and all previously typed information will be lost.
3. Be sure to provide information for the applicable fields on both pages of the registration form.
4. When the registration form has been completed, the parent/guardian should type his/her name in the box provided and type the appropriate signature date.

Sheffield-Sheffield Lake City Schools
REGISTRATION FORM
Inspire • Excite • Educate

STUDENT INFORMATION

City of Birth _____

Last Name _____ First _____ Middle _____

Address _____ Apt. _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Gender Male Female

Date of Birth _____

ETHNICITY Is the student Hispanic/Latino? Yes No

Is the student a U.S. Citizen? Yes No

If not, what citizenship is held? _____

RACE (Choose one or more)

W-White, Non-Hispanic
 B-Black, or African American
 A-Asian, Pacific Islander
 I-American Indian, Alaskan Native
 Native Hawaiian or other Pacific Islander

PARENT/LEGAL GUARDIAN/CUSTODIAL INFORMATION

Primary Adult Living With Student

First Name: _____ Last Name: _____

Relationship to Student: _____

Home Phone: _____ Cell Number: _____

Work Number: _____ Email: _____

Secondary Adult Living With Student

First Name: _____ Last Name: _____

Relationship to Student: _____

Home Phone: _____ Cell Number: _____

Work Number: _____ Email: _____

List siblings from this parent: _____

List siblings from this parent: _____

Student is living with: Both Parents Mother Father Grandparents Aunt/Uncle Foster Parents Other

Who is the child's Legal Guardian? Both Parents Mother Father Legal Guardian Grandparents Court Placed

Other: Please explain: _____

If you are a Foster Parent, what is the legal residence of the natural parent? _____

Name of Children Services Caseworker: _____

Revised 1/3/2021

(OFFICE USE ONLY)

Student ID: _____

Homeroom: _____

Registration Date: _____

Start Date: _____

Grade: _____

School: _____

5. Now that the entire registration form has been completed, it is necessary to save the completed form as a PDF on your computer. Click on the printer icon in the upper-right corner of the online PDF window to start the saving process (image to the left).

6. A new window will appear with the image of the form and printing options. You want to change the destination to “Save as PDF” and leave the rest of the fields as they are and click on “Save.”

The image shows a registration form for Sheffield-Sheffield Lake City Schools. The form is titled "REGISTRATION FORM" and includes the school's logo and motto "Inspire • Excite • Educate". It is divided into several sections: "STUDENT INFORMATION", "PARENT/LEGAL GUARDIAN/CUSTODIAL INFORMATION", and "Ethnicity/Race". The "STUDENT INFORMATION" section includes fields for City of Birth, Last Name, First, Middle, Address, Apt., City, State, Zip, Home Phone, and Cell Phone. The "PARENT/LEGAL GUARDIAN/CUSTODIAL INFORMATION" section includes fields for Primary and Secondary Adult Living With Student, including First Name, Last Name, Relationship to Student, Home Phone, Cell Number, Work Number, and Email. The "Ethnicity/Race" section includes checkboxes for "Is the student Hispanic/Latino?", "Is the student a U.S. Citizen?", and "If not, what citizenship is held?". There are also checkboxes for "Race" (W-White, Non-Hispanic; B-Black, or African American; A-Asian, Pacific Islander; I-American Indian, Alaskan Native; Native Hawaiian or other Pacific Islander). A print menu is overlaid on the right side of the form, showing "Print" (2 pages), "Destination" (Save as PDF), "Pages" (All), and "Pages per sheet" (1). The "Save" button is highlighted in blue.

7. A window will appear to save the PDF file you just completed to your computer. Choose a location for the file and click “Save.” Your registration form is now ready to be emailed to Mrs. Glass @ tglass@sheffieldschools.org

