



## Huber Heights City Schools Registration Requirements

Please complete the registration packet print and sign where indicated. During the school year please contact Ms. Pamela Moore, Central Registrar at 937.237.6300 x80130 for KG through 6<sup>th</sup> grade registration. When school is not in session all grades will be registered at The Administrative Offices with Pamela Moore, Central Registrar.

- **COPY OF BIRTH CERTIFICATE/PASSPORT/ATTESTED BAPTISMAL CERTIFICATE OR HOSPITAL RECORD/BIRTH AFFIDAVIT**
- **IMMUNIZATION RECORD REQUIRED FOR ENROLLMENT MUST INCLUDE THE FOLLOWING OR HAVE PROOF OF BEING IN PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS**

SERIES/DOSES	GR K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12
DTap/DT/Td/Tdap	4-5	4	4	4	4	4	4	4	4	4	4	4	4
Tdap**								1	1	1	1	1	1
POLIO (IPV/OPV)	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4
MMR	2	2	2	2	2	2	2	2	2	2	2	2	2
HEP B	3	3	3	3	3	3	3	3	3	3	3	3	3
VARICELLA	2	2	2	2	2	2	2	2	1	1	1	1	
MCV4 **								1	1				2*

**\*INDICATES ADDITIONAL DOSES MAY BE REQUIRED BASED ON DATES OF IMMUNIZATIONS**

**\*\* MCV4 is a new requirement from the OHIO DEPARTMENT OF HEALTH**

**\* Or one dose after age 16**

- **PROOF OF CUSTODY:**
  - If the student is not living with both natural parents - you must provide the court order custody agreement
- **PROOF OF RESIDENCY:**
  - If you rent: lease contract
  - If you are the homeowner: DP&L or Vectren bill or a mortgage statement/bill
  - If you have purchased your home within the last 60 days: closing papers (You must obtain approval from the Superintendent's office)
  - If you are building a home in Huber Heights, but are not living in the District: Contractor's Agreement (you must obtain approval from the Superintendent's office)

If you reside with a Huber Heights resident you need to complete an **Adult Residency Statement** (you must obtain approval from the Superintendent's office)

- **GUARDIAN'S DRIVERS' LICENSE**

### CONTACT INFORMATION

SCHOOL	GRADES	ADDRESS	CONTACT	TELEPHONE	FAX
Administrative Offices	Registration	5954 Longford Road	Ms. Pam Moore	937.237.6300 ext 80130	937.237.2178
HHCS Preschool	PK	5954 Longford Road	Ms. P. Harshman	937.237.6345	937.237.6307
Charles Huber	KG-6	8895 Emeraldgate Drive	Ms. T. Harris	937.237.6375	937.669.3529
Monticello	KG-6	6523 Alter Road	Ms. L. Brown	937.237.6360	937.237.8833
Rushmore	KG-6	7701 Berchman Drive	Ms. M. Osborne	937.237.6365	937.237.8585
Valley Forge	KG-6	7191 Troy Manor Road	Ms. D. Kopp	937.237.6380	937.237.8679
Wright Brothers	KG-6	5758 Harshmanville Road	Ms. C Tharp	937.237.6392	937.237.2741
Weisenborn	7-8	6061 Old Troy Pike	Ms. L. Stringfield	937.237.6350	937.237.7491
Wayne	9-12	5400 Chambersburg Road	Ms. D. Bargo	937.233.6431	937.237.6321