



MECHANICSBURG

EXEMPTED VILLAGE SCHOOL DISTRICT

Welcome to Mechanicsburg!

We are thrilled to welcome you and your family to Mechanicsburg Schools! To begin the registration process for all students in grades PK-12, please complete the Final Forms registration online.

At your earliest convenience, visit Final Forms at: <https://mechanicsburg-oh.finalforms.com/> (If you are coming from a school that also used Final Forms, you will need to create a new account in our portal. Click on "**Parent * NEW ACCOUNT**" to register and start the registration process. You only need to create one parent account to add all of your children. **These forms must be completed before your in-person registration, and they are required for your student to attend school.**

After you have completed the online registration forms through Final Forms, please contact our District Registrar at 937-834-2453, ext. 1406, or via email at heyderm@mcburg.org. She will schedule an appointment for you to come in and complete the enrollment process.

When you come for your appointment, please bring the following items:

- ☐ Birth Certificate (not hospital record)
- ☐ Child's Immunization Records
- ☐ Proof of Residency (Homeowner: Current utility bill or Renter: Current Lease agreement)
- ☐ Copy of IEP/ETR Records
- ☐ Parents' Driver's License
- ☐ Divorce Decree and/or Custody Paperwork (if applicable; all pages of court documentation are required)

If you have any questions or concerns, please do not hesitate to contact Mandee Heyder at 937-834-2453, ext. 1406.