



## ***How to Enroll Your Child in Arcanum-Butler Local Schools -***

All students, grades K-12, register in the Superintendent's Office . Hours for registration are 8:00-11:00 a.m. and 1:00-3:00 p.m.

The following items are needed to enroll a child in school:

**Birth Certificate**

A birth certificate for a birth in Ohio can be obtained from any Ohio Department of Health. The Darke County Department of Health is located at 300 Garst Ave, Greenville OH. They are open M-F 8:00 a.m.-4:00 p.m. They can be contacted at 937-548-4196 or at [www.darkecountyhealth.org](http://www.darkecountyhealth.org).

**SS Card or Number**

**Custody Papers, if applicable**

**Parent Photo ID**

**Current IEP, if applicable**

**Proof of Residency or Approved Open Enrollment Application**

One of the following may be used for Proof of Residency: utility bill, homeowner/renters insurance bill, rental agreement, purchase agreement, or notarized Affidavit of Residency. Document must show parent's name and address. Affidavit of Residency is available in the Superintendent's Office when registering.