



# Welcome to Van Buren HS/MS

217 S. Main St.  
Van Buren, OH 45889  
419-299-3384  
[www.vbschools.net](http://www.vbschools.net)



**Are you a resident of the Van Buren School District?** If so, please proceed with the following requirements to register your child(ren) in grades 6-12 with Van Buren Schools. If you are not a district resident and have not yet been formally accepted through our open enrollment process, please contact the office to inquire about our open enrollment policy and procedures.

As the parent/guardian you will need to complete the following tasks for student enrollment:

\_\_\_\_\_ Proof of Residency in **one** of these forms (must be current and have parent/guardian name):

- Lease or Rental Agreement
- Tax Bill
- Mortgage Statement
- Bank Statement
- Utility Bill
- Copy of building or purchase contract if you have not yet established residency

\_\_\_\_\_ Child's Birth Certificate – Ohio law requires we see an original or attested copy

\_\_\_\_\_ Child's Immunization Record

\_\_\_\_\_ Child's Social Security Card

\_\_\_\_\_ Parent/Guardian's Driver's License (or other parent photo identification)

\_\_\_\_\_ \*Child custody papers and/or divorce decree, or guardianship documents

Once these documents are available and prepared to present to school officials, the remaining steps should be completed in this order:

- You will then register your child(ren) online through FinalForms. The following website will take you to the Van Buren Schools FinalForms Parent Portal: <https://vanburen-oh.finalforms.com/> Step by step directions on creating an account and completing the required forms is available [here](#).
  - If you have any questions, or if you do not have a computer at home to access our website, please contact Sarah Combs ([scombs@vbschools.net](mailto:scombs@vbschools.net)).
- **Provide the above-requested items to the building secretary - Sarah Combs** ([scombs@vbschools.net](mailto:scombs@vbschools.net)).
- **Once the above items are complete, please contact school counselor, Marty Zender** ([mzender@vbschools.net](mailto:mzender@vbschools.net)) 419-299-3384 ext. 303, to arrange an enrollment meeting.

**We are excited to have you here at Van Buren! If you've not yet met your principal, be sure to stop in the office so they can welcome you!**