



Welcome to Van Buren HS/MS

217 S. Main St.
Van Buren, OH 45889
419-299-3384
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 Cheryl Gephart (cgephart@vbschools.net).
- Provide the above-requested items to the building secretary - Cheryl Gephart (cgephart@vbschools.net).
- **Once the above items are complete, please contact school counselor, Marty Zender (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!

Kevin Shoup - High School Principal
Justin Slauterbeck - Athletic Director

Marty Zender - Counselor
Denise Keeran - Secretary

Jay Clark - Middle School Principal
Cheryl Gephart - Secretary