



Van Buren Elementary School

301 South Main Street Van Buren, Ohio 45889

Phone: (419) 299-3416 Fax: (419) 299-3566

<http://vbschools.net/> @VanBurenElem



Michael Newcomer
Principal

mnewcomer@vbschools.net

Cheri May
School Counselor

cmay@vbschools.net

Denise Bowman
Secretary

dbowman@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 K-5 with Van Buren Schools. If you are not a district resident, 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
- _____ 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 Denise Bowman (dbowman@vbschools.net).
- Provide the above-requested items to the building secretary - Denise Bowman (dbowman@vbschools.net).

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!