

### **INITIAL ADMISSION OF STUDENTS**

A student, at the time of his/her initial entry into the District, shall present or have presented on his/her behalf by his/her parent(s), guardian, or custodian to the person in charge of admission:

1. A certified copy of an order or decree, or modification of such an order or decree allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of that child if such an order or decree has been issued;
2. A copy of his/her certificate of birth issued pursuant to O.R.C. Chapter 3705, or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation, and copies of those records pertaining to him/her maintained by the school that he/she most recently attended.

Any of the following shall be accepted in lieu of such certificate or certification by the person in charge of admission:

- a. A passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
  - b. An attested transcript of the certificate of birth;
  - c. An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
  - d. An attested transcript of a hospital record showing the date and place of birth of the child; or
  - e. Birth affidavit.
3. A power of attorney or caretaker authorization affidavit that has been executed pertaining to a child who is a student in the District pursuant to O.R.C. §§3109.51 to 3109.80.

The contents of the paperwork submitted shall be certified to be accurate at the time of presentation through the written verification of the parent(s), guardian, or custodian of the student.

During the admissions process, the principal or designee shall provide the student's parent with a copy of the most recent report card issued for the District. Within twenty-four (24) hours of the student's entry into school, the principal or designee shall request the student's official records from the school he/she most recently attended. Pursuant to O.R.C. §3301.60, if the student is a child of a military family who has transferred from another state (the "sending state") and official education records are not available, the District shall enroll and appropriately place the student based on information in the

unofficial education records provided by the student's prior school district, pending validation by the student's official records, as quickly as possible.

If the sending school, upon contact, indicates that it has no record of the student or after fourteen (14) days no records are received, or if the student does not present a birth certificate or other document, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of that fact and of the possibility that the student may be a missing child as this term is defined in O.R.C. §2901.30.

If, at the time of a pupil's initial entry into the District, the pupil is under the care of a shelter for victims of domestic violence as defined in O.R.C. §3113.33, the pupil or his/her parent shall notify the building principal of this fact, and the principal or designee shall so inform the school from which the pupil's records are requested.

The District shall not deny a transfer student admission on the basis of the student's age if the student has been admitted to kindergarten in a school district or chartered nonpublic school. In cases where a question exists relative to grade placement of the entering pupil, the decision will be made by the building principal based upon available data, which may include psychological evaluations, achievement test results, previous academic records, and parent conferences.

LEGAL REFS: O.R.C. §§3301.60; 3313.6411; 3313.672; 3321.01

Adopted: August 12, 2014