

### **RECORDS VERIFICATION**

A student, at the time of his/her initial entry into the School, shall present or have presented on his/her behalf by his/her parent(s), 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.

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 School. 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 School shall enroll and appropriately place the student based on information in the unofficial education records provided by the student's prior school, 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 student's initial entry into the School, the student is under the care of a shelter for victims of domestic violence as defined in O.R.C. §3113.33, the student 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 student's records are requested.

In addition, the student's parent(s) shall provide one (1) of the following demonstrating the primary residence of the child: Any of the following shall be accepted in lieu of such certificate or certification by the person in charge of admission:

1. A deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
2. A utility bill or receipt of utility installation issued within ninety days of enrollment;

3. A paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
4. The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence;
5. Any other official document issued to the parent or student that includes the address of the parent's or student's primary address. The superintendent of public instruction shall develop guidelines for determining what qualifies as an "official document."

LEGAL REFS: O.R.C. §§ 3301.60; 3313.6411; 3313.672; 3314.11; 3321.01

Adopted: August 29, 2018