

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, to the person in charge of admission:

1. A certified copy of the most recent order or decree, and subsequent modification(s) 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:

1. 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;
2. An attested transcript of the certificate of birth;
3. An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. An attested transcript of a hospital record showing the date and place of birth of the child;
or
5. Birth affidavit.

A student, at the time of his/her initial entry into the District, shall present or have presented on his/her behalf by a parent/guardian/custodian, to the person in charge of admission, written documentation establishing that the student resides in the District.

If the parents/guardians of a child have entered into a legally binding contract to purchase or build a residence within the District, the child may enroll as a student in the District on a tuition-free basis for up to sixty (60) days, provided the parents/guardians submit the following to the Superintendent prior to the student's enrollment:

1. A sworn affidavit from the parents/guardians identifying the address of the residence being purchased or built, and attesting to the parents/guardians' intention to reside there within sixty (60) days.

2. A sworn affidavit from the residence builder, real estate broker, or bank officer attesting that the parents/guardians are purchasing the property, that the property is located at the address identified in the parents/guardian's affidavit, and that the residence will be ready for the parents/guardians to live in within sixty (60) days.
3. A copy of the legally binding contract to purchase or build a residence within the District.

During the admissions process, the principal or designee shall provide the student's parent with a copy of the most recent student 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 student's initial entry into the District, 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.

After a student has been admitted to kindergarten, the Board of Education shall not deny the student admission to this District based on the student's age. In cases where a question exists relative to grade placement of the entering student, 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 21, 2018