



2022-2023

REGULATORY AFFAIRS

SCHOOL POLICY: ADMISSION FOR RESIDENTS OUTSIDE THE DISTRICT

2022-2023

REVIEWED AND APPROVED BY THE GOVERNING AUTHORITY
AUGUST 20TH, 2022

POLICY AND PROCEDURES FOR STUDENTS' ADMISSION TO THE SCHOOL.

ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE
OFFICE OF THE ASSISTANT SUPERINTENDENT- REGULATORY AFFAIRS



SCHOOL POLICY: ADMISSION FOR RESIDENTS OUTSIDE THE DISTRICT

ADOPTED 2016 BY THE GOVERNING AUTHORITY

REVISED AND UPDATED 8/21/2018

REVISED AND UPDATED 8/20/2022

NOTICE

Pursuant to the Ohio Revised code Section §3314.041, the governing authority of each community school and any operator of such school shall distribute to parents of students of the school upon their enrollment in the school the following statement in writing:

The Academy of Excellence is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administrator or the Ohio Department of Education.

Records Upon Enrollment**Newly enrolled student records:**

1. Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours from the public or non public elementary or secondary school the pupil most recently attended.
2. If the records are not received within 5 business days, a second request will be made and the Superintendent or his/her designee will contact the school directly.
3. If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport 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; (3) an attested transcript of the certificate of birth; (4) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; or (5) an attested transcript of a hospital record showing the date and place of birth of the child, the school administrator will contact the school directly, then the Superintendent or his/her designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

Requests for student records:

1. Upon receipt of a request for student records, the School will comply within 2 business days.
2. Copies of the student's records will be made and kept on file.

R.C. 3313.672

Records Upon Enrollment**Newly enrolled student records:**

1. Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours from the public or non public elementary or secondary school the pupil most recently attended.
2. If the records are not received within 5 business days, a second request will be made and the Superintendent or his/her designee will contact the school directly.
3. If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport 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; (3) an attested transcript of the certificate of birth; (4) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; or (5) an attested transcript of a hospital record showing the date and place of birth of the child, the school administrator will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

Requests for student records:

1. Upon receipt of a request for student records, the School will comply within 2 business days.
2. Copies of the student's records will be made and kept on file.

R.C. 3313.672

241.5 Enrollment and Residency Policy

A child shall be admitted to the School as a student, if the child's parent resides in the School's admission areas. Residency is not determined solely by where the parents own or rent a home or an apartment, but rather by where the primary residence is and where substantial family activities take place.

Any one of the following documents can be used to establish proof of residency for verification of a child's ability to be enrolled. These items must be current, be in the parent's name, and include a street address. A post office box address cannot be used to validate residency records:

- A deed, mortgage, lease, current home owner's or renter's insurance declaration page; or
- A current real property tax bill; or
- A utility bill or receipt of utility installation issued within ninety days of enrollment; or
- A paycheck or paystub issued to the parent or student within ninety days of enrollment that includes the address of the parent's or student's primary residence; or
- 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; or
- Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence and as approved by the Ohio Superintendent of Public Instruction.

All custody or court orders pertaining to the family or student must be turned in when asked, or at admission. If the School and parent disagree as to residency status, the Superintendent of Public Instruction shall determine the public school in which the student may enroll. If the School and the student's home district (district of residency) disagree about residency, this policy shall supersede any policy concerning the number of documents for initial residency verification adopted by the student's home district. If the district of residence challenges the student's residency, the Principal may request additional documentation.

R.C. 3314.11; R.C. 3313.64(B)(1); R.C. 3313.64(K)

See also, Missing and Absent Children, Homeless Children and Youth; Admissions and Lottery; Compulsory School Age and Kindergarten Admissions, Student Records and Release of Information; Grandparent Caretaker and Migrant Students Policies and Laws.
