

# ***NORTHWEST LOCAL SCHOOL DISTRICT***



## **2024-2025 ENROLLMENT PROCEDURES HANDBOOK**

***PREPARED BY:***  
**THE NORTHWEST LOCAL SCHOOL DISTRICT  
ENROLLMENT OFFICE**

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# INTRODUCTION: A Quick Guide for Enrollment Procedures

## A. Processing Enrollment Documents

1. Enrollments for Grades K-12 are now completed online using the Registration Gateway Portal. A link to the portal can be found on the district web site ([www.nwlsd.org](http://www.nwlsd.org)). Sponsoring adults select Enrollment from the Homepage and then under Online Enrollment “click here to get started.”
2. Sponsoring adults must submit their online application **and** schedule an appointment to meet with a member of the Centralized Enrollment Office (CEO) to review their documents required for enrollment and sign the records.
  - a. Sponsoring adults must present photo ID at their enrollment appointment.
  - b. CEO personnel will verify the photo ID at the appointment.
3. CEO staff will review enrollment materials at the scheduled appointment time.
  - a. All enrollment materials must be reviewed at the time of the appointment.
  - b. When the review is complete, the CEO staff will discuss the enrollment status with the sponsoring adults and resolving any issues. Once all documents are received and the enrollment is finalized, the student’s electronic file will be sent to the school.
4. Sponsoring adults enrolling students in more than one school may submit residency information once for all students provided they are enrolling at the same time. New students from families who have siblings currently attending NWLSD schools will need to submit residency documents for the new student.
5. Sponsoring adults must present all custody documents at the enrollment appointment. Custody documents must be in each student’s file before students begin classes. When custody documents are submitted for review they sometimes apply to more than one student.
  - a. Because custody status may vary for children from the same family, CEO staff must review the custody documents for each student separately.
  - b. When an enrollment is denied on the basis of custody, the CEO staff member will explain to the sponsoring adult what is needed. The student will not be enrolled without the proper custody documents or a court filing.
6. The **custodial parent/guardian must appear in person**, at their appointed time, to complete the enrollment process with a member of the CEO before the enrollment is accepted by the district.

## **Scheduling New Secondary Students**

1. Sponsoring Adults who enroll a new secondary school student will be contacted by the guidance office to make arrangements for a scheduling appointment during the school year. Schedules vary for summer office hours.
  - a. A counselor will provide the basic scheduling and placement information, a course selection form, and will answer general questions about the academic programs offered.
  - b. This counselor may not be the student's assigned counselor, but will be able to schedule the student into classes and respond to questions.
  - c. If the previous school's records are not complete, the student will be assigned a temporary placement and the counselor will gather enough information to schedule the student once all records are received at the school.
2. Sponsoring Adults may decide to schedule a meeting with their student's counselor. There is no guarantee that this meeting will be scheduled at the same time as the initial scheduling meeting.

## **C. Completing Enrollments and Starting Classes**

1. Most elementary students may begin classes the day after their enrollments are received at their school buildings. Secondary students may begin class the day after the scheduling meeting with the school counselor, with the following exceptions:
  - a. Students with discipline issues in their previous school must be cleared to start by the Enrollment Supervisor and/or Asst. Director for Student Services.
  - c. High school students who meet the following criteria may, with mutual agreement of the Sponsoring Adults and the Enrollment Supervisor and/or Asst. Director for Student Services, may begin class the first day of the following semester.
    - 1.) Enrolling during the last two weeks of the current semester
    - 2.) Will not receive any credit for first semester classes
2. In situations where students are allowed to begin class without complete records from their previous school, the temporary enrollment status or grade placement will be reviewed and may be changed after all records have been received at the school.

# I. GENERAL PROCEDURES

## A. Enrollment

1. Welcome the family to our district. Give SPONSORING ADULT information about the online enrollment portal/process. Remind them of the need to schedule, and attend, an appointment after completing the Registration Gateway fields online to finalize their enrollment.
2. Review with the SPONSORING ADULT all information submitted online for the potential enrollment to verify address and custody status.
3. Only custodial parents or legal guardians may enroll a student. **A step-parent may not enroll a student.** The custodial adult must finalize the process in person. The SPONSORING ADULT must have the student's birth certificate, proof of custody, and verification of residency. It is helpful if the adult also has school and medical records. First time Ohio Kindergarten Enrollees' SPONSORING ADULTS must present an original birth certificate showing parents' names.
4. If siblings are currently attending a Northwest School, the SPONSORING ADULT will once again be required to provide a current proof of residency and appropriate custody documents for the new student.
5. CEO personnel review the Home Language Survey, the Emergency Medical Authorization, and the Health History Form for any submissions that require notification of the appropriate district personnel to address any needs of the enrolled student(s).
6. The CEO staff compares the student's name, date of birth, and parent names on the birth certificate with the information provided online. A student must be enrolled under the name on the birth certificate unless a certified copy of a name change document is provided. A copy of the birth certificate, or other ODE acceptable forms of birth identification, will be scanned into the electronic cumulative file. The law permits schools to accept passports and hospital birth records in place of birth certificates. These documents must provide all required information to be accepted in place of a birth certificate.
7. If the SPONSORING ADULT cannot present all information needed for final custody and/or final residency, but qualifies for a Temporary Enrollment, the SPONSORING ADULT will be notified of what documents are required to finalize the enrollment and the deadline for doing so. Copies of all documents pertaining to the temporary enrollment must be copied or scanned into the student electronic file. Students can be excluded from attending classes past this deadline.
8. Once the enrollment has been accepted and sealed, the computer will assign the student ID number and all electronic versions of the enrollment will be sent to the school personnel.

9. Electronic copies of required forms will be sent to the Enrollment Supervisor, EMIS coordinator, Transportation Office, Special Education Department, and ELL Coordinator.

## **B. ASSIGNMENT TO CLASSES**

1. New students may be assigned to class when the enrollment process is complete, the cumulative file is received at the building, and the following information has been verified from the previous school: Grade level, class schedule, current grades

Number of credits -- High School  
No attendance referral  
No expulsion  
IEP or 504 Plan reviewed by Special Ed

2. The information for students who do not meet the profile listed in #1 above should be given to the Enrollment Supervisor for disposition.
3. **Student Record Requests:** If the previous school denies the Enrollment Supervisor's request for student records, the student will be placed in a temporary placement until the records are received.

## **C. ENROLLMENT DENIED**

If a Sponsoring Adult cannot qualify a student for an enrollment, CEO staff will explain what is needed to complete the enrollment and will ask the sponsoring adult to return when all documents are available. If the Sponsoring Adult has questions or concerns, they should be referred to the Enrollment Supervisor. CEO staff do not have the authority to change district policy.

## **D. ENROLLMENT SCHEDULES**

1. Online enrollments can be submitted at any time.
2. Appointments for enrollments **are** required. Sponsoring Adults who come in person to the CEO without an appointment or enrollment submitted online, will be advised of the process for enrolling their student(s).

## **E. TRANSPORTATION SERVICE FOR NEW STUDENTS**

The following steps will be initiated at the building level:

1. The request for bus service and bus pass will be initiated by the school secretary when the cumulative file is received. The CEO staff member enrolling the student will send a copy of the student's enrollment form to the Transportation Office the morning after the student is enrolled.

2. Bus service will never start the day that the enrollment form is received at the transportation office.
3. If inner-office mail service (pony) is not available, e-mail should be used. If email is used, the message must include:

Student & Parent Names  
Address

Phone Number  
Student ID

## II. CUSTODY VERIFICATION PROCEDURES

### A. CUSTODY STATUS

The CEO staff requests custody documents according to the category checked on the **CUSTODY STATUS** section of the online enrollment file. The following numbers coincide with those on the CUSTODY STATUS section:

1. The parent who signed the Enrollment Form must be listed as a parent on the birth certificate and/or present proof that both parents are living as a married couple within the school district. The residency documents, if in both parents' married names, meets this requirement.
2. The surviving parent must present proof with birth certificate and death certificate, or court custody document.
3. The SPONSORING ADULT must be listed as a parent on the birth certificate and/or have a custody document. The document must be stamped "certified" or "entered" OR have a signature of a judge or magistrate.
4. The SPONSORING ADULT must be listed as a parent on the birth certificate and present evidence that parents are still married. Joint leases, mortgages etc. can meet this requirement. In most cases, when the parents are living apart but no legal action has been initiated, the CEO staff should request copies of any court custody documents.
5. The SPONSORING ADULT must be listed as the mother on the birth certificate or have a court custody document.
6. The SPONSORING ADULT must have a court document to verify custody or guardianship, and a copy of the filing showing the natural parents' address (written request for service). If the district of tuition responsibility is listed in the court document, then the written request for service is not necessary. Generally these documents are from Juvenile Court or Probate Court. Sponsoring Adults who



present the custody document, but cannot present the filing copies, receive a 30 day Temporary Enrollment to obtain the written request for service document from the courts.

7. The SPONSORING ADULT must have a current court document to verify that the agency has custody and establish a district of tuition responsibility, and a placement letter naming the Foster Parent. If the court document does not establish the district of tuition responsibility, the written request for service, with the natural parents address at the time of the hearing will be required. The caseworker of the placement agency should be able to provide the documents required.
8. "Other" will generally refer to students 18 or older who are not residing with a parent.  
**Refer to section on Independent Students**

***\*If the sponsoring adult's name does not match the birth certificate, documentation of the name change is required.***

## **B. CUSTODY STATUS AND DOCUMENTS**

### **1. Final Custody**

The following custody documents are acceptable, with appropriate stamps and signatures, for final custody verification. Note that some courts are now issuing computer-generated copies of custody documents. These documents do not have typical signatures and stamps but are acceptable.

Decree of Divorce  
Decree of Dissolution & Shared Parenting Plan  
Agreed Entry  
Entry  
Letters of Guardianship

**Note:** The entire document must be presented for review. Be sure to review the "Education" or "Schools" section of each plan.

The following documents are acceptable for final custody if an additional hearing or review date is not included in the order. If an additional hearing date or review date is included, a Temporary Enrollment should be granted under the procedures listed in Section 2 below.

Order or Report of Magistrate  
Temporary Custody

### **2. Temporary Enrollments**

The following documents are acceptable for Temporary Enrollments as indicated, if there is a filing stamp and date:

Application for Guardianship or  
Motion for Custody or

Agreed Entry or

Modification of Decree or Shared Parenting Plan  
Second Friday after the hearing or  
30 days from date of filing if no hearing notice

Hearing Notice  
30 days from date of admission for copy of filing or  
Second Friday after the hearing- whichever is **shorter**

Interim Custody Order  
60 days or  
Second Friday after the next hearing- whichever is **shorter**

Grandparent or Caretaker Affidavit  
To start school:  
1. Must be notarized  
2. Must be court form  
30 days pending Enrollment Supervisor review

### ***Temporary Enrollments. . .continued***

The following documents must be submitted to the Enrollment Supervisor for review:

Affidavit from attorney or court official  
Notarized Agreed Entry  
***Military Affidavit***  
***Incarceration Facility Affidavit***

The following documents are **not** acceptable for enrollment. People with these documents will have to follow the legal procedures necessary to obtain a valid document:

Affidavit from parent or guardian  
Complaint  
Order of Support  
Power of Attorney or Letter from Attorney

### **C. Custody Documents Not Available**

When SPONSORING ADULTS state that they have legal custody of the enrollee, but they cannot produce the documents, they should **either** return to complete the enrollment once they possess all documents **or**, contact the Enrollment Supervisor to discuss the matter. Students will not be enrolled until the matter is resolved.

### **D. SPONSORING ADULT Does Not Have Custody**

When SPONSORING ADULTS do not have custody of the enrollee, they must present proof that a custody change procedure is underway before the student may be enrolled. In most cases, the SPONSORING ADULT will have to either file an application for

Guardianship in Probate Court or motion for custody in Juvenile Court. The student then qualifies for a Temporary Enrollment.

## **E. Enrollment Of Foster Children**

Caseworkers/KISR must present a court order showing that the agency making the placement has legal custody, documentation showing the district of tuition responsibility and a placement letter. The agency holding custody must complete the online application for enrollment and the documents will be married up to finalize the enrollment.

### **1. Custody Order**

A current order, usually from Juvenile Court, showing that the placing agency has interim, temporary, or permanent custody or commitment, is required. If an additional hearing is scheduled, a Temporary Enrollment should be granted under the procedures in section G.

If the placing agency is a “care provider,” the documents may actually show that a different agency has custody. In this case, a contract/letter must be presented to show that the custodial agency has placed the student with the secondary agency.

If no agency has legal custody, the placing agency may show a Voluntary Agreement Care (VAC) or a Court Filing. The VAC or Court Filing will be dated, and a Temporary Enrollment may be granted. The “document needed” for a VAC is a court filing.

### **2. Placement Letter**

Placement letters must include the student’s name and DOB, the name and address of the foster parent(s) and must be signed by the agency caseworker.

## **F. Procedures For Reviewing Legal Documents**

### **1. Final vs. Temporary**

Final custody documents are either stamped *Entered*, signed by the judge or magistrate, or in the case of some Hamilton County courts, are a photocopy of a magistrate’s decision. Temporary custody documents are stamped *Filed*.

### **2. Shared/Joint Custody & Shared Parenting Plans**

The “Physical Living,” “Residency” or “Education” sections of these plans may contain language that designates one parent’s residency for school purpose. When the language in the sections seem to be in conflict, the “Education” or “School” section is used.

### **3. Administrative Review**

Any documents that do not appear to fit a standard format should be reviewed by the Enrollment Supervisor.

## **G. Procedures For Granting Temporary Enrollments**

When a SPONSORING ADULT produces a valid custody change on the Student Information change Form, the student qualifies for a Temporary Enrollment.

## **H. Unusual Situations**

The situations listed below are examples of unusual custody cases that must be processed by the Enrollment Supervisor.

### **1. Military Families**

Parents on military duty outside the state of Ohio may be eligible to assign temporary custody of their children through an affidavit process. These affidavits must be renewed every 12 months.

### **2. Incarceration**

Parents who are incarcerated, and able to prove that the other parent is not available for temporary placement, may assign temporary custody of their children through an affidavit process. These assignments terminate at the end of the incarceration.

### **3. Temporary Involuntary Absence**

Parents who are temporarily out of the district due to severe illness, injury, treatment, etc. may delegate limited parental authority through a power of attorney. The power of attorney holder may not make educational decisions and does not receive parental rights. The power of attorney does not prevent other adults from filing for custody during the temporary absence.

- A statement from a nursing home, hospital, etc., must be provided to the Enrollment Center.
- Power of attorney holders must pursue custody, then given 30 day temporary enrollment.

### **4. Out Of State Jurisdiction**

When Sponsoring Adults must make a filing in an out of state court, the student may qualify for a temporary enrollment through an affidavit process. The affidavit is valid only during the filing process.

### **5. Admission of Non-resident Students**

In order to be eligible for a free public education in the NW District's schools, a student must be the child of a resident of the District. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the student is entitled to attend District schools and tuition is paid in compliance with State law.

In compliance with State law and Board policy, non-resident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the District; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the District upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. his/her parent is a full-time employee of the District; (Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;

10. The student is under the age of 22 and resides in a new school district because of the death of a parent; (The student is entitled to finish the current school year in the District upon approval of the Board.)
11. The student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the District temporarily or
3. when adult residents or support staff employees of the District meet the criteria established by the Board.

The District may temporarily deny admittance to any student who otherwise may be admitted to the District if the student has been expelled from a public school in an Ohio school district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or non-admittance of the student.

#### **6. Foreign Students Not Living With Custodial Adult**

The Board believes that one of the most effective vehicles for improving international understanding is communications among the individuals of various nations. Accordingly, the Board endorses the involvement of high school students and their families in recognized foreign exchange student programs. The Superintendent and administrative staff are responsible for developing procedures to direct the involvement of the high school with such programs.

The Superintendent shall develop procedures governing the admission of exchange students as part of the enrollment handbook. The Board will adopt the enrollment handbook on an annual basis. The admission of exchange student procedures will be Board policy for the year of adoption.

In some cases foreign students may be enrolled by a non-custodial American citizen. The student must be in high school, have a student visa and pre-pay full educational cost. Students may not be accepted until all appropriate documents are on file with the immigration office and school office. This shall include written proof of immunization in compliance with the state minimum requirements and documentation of tuberculosis testing within ninety (90) days of enrollment.

## III. RESIDENCY VERIFICATION PROCEDURES

### A. Procedures

The Sponsoring Adults for all new enrollees must provide proof that they are permanent residents of Northwest Local School District.

#### 1. Current Ownership Documents or Commercial Leases

Sponsoring Adults who can present a current mortgage, or a current real estate tax record, or a current commercial lease qualify for permanent residency enrollment. All documents must be in the name of the Sponsoring Adult or a spouse. If the documents are in the name of the spouse, proof of marriage must also be included.

Sponsoring Adults who present ownership documents or commercial leases from past years must present a second current proof of residency at the time of enrollment.

#### 2. Residency Affidavits and Residential / Private Leases

Sponsoring Adults who must present Residency Affidavits or private leases must also present a second proof of residency to qualify for permanent residency status. If the Sponsoring Adult does not have the second proof of residency they may receive a 30 day Temporary Enrollment if they have lived in the district less than 30 days.

#### 3. Temporary Enrollments

Sponsoring Adults who are required to present two proofs of residency, but can only present one at the time of enrollment, receive a 30 day Temporary Enrollment. A second proof of residency must be presented to receive permanent residency status. Sponsoring Adults must turn in their second proof of residency at the school or the Enrollment/Transfer Office.

#### 4. Exceptions

##### **Sponsoring Adult Has Other Students Enrolled**

Sponsoring Adults who have other students enrolled from the same address will still need to provide current proof of residency for new student(s). *Requesting copies from other schools will delay the starting date for the new enrollee.*

### B. Residency Affidavits

Sponsoring Adults who cannot produce any of the required residency documents must submit a Residency Affidavit to qualify for a Temporary Enrollment. The **Residency Affidavit** must be completed by the owner of the property and submitted with the **owners'** residency documentation attached. When a satisfactory Residency Affidavit is submitted, the same procedures are followed for granting a Temporary Enrollment as in A-3 on this page.

## **C. Homeless**

Homeless Sponsoring Adults do not have to provide normal residency documentation.

However, a Sponsoring Adult must provide proof they are living in a motel, shelter or some other non-traditional residence. Sponsoring Adults who are living with another family are not automatically homeless. If the Sponsoring Adult appears to qualify as a homeless person, contact the Enrollment Supervisor.

If sponsoring adults become homeless while living in the district, their children may continue in district schools as long as the family is homeless, even if the family moves to another district. If a homeless family finds permanent housing outside the district, the children may finish the current school year. Questions should be directed to the Enrollment Supervisor.

## **D. Sponsoring Adult Is In Process Of Moving Into the District**

1. Sponsoring adults who are buying or building a house may be approved for a temporary enrollment if they present proof that they have closed on the property, or they have a construction contract.
2. Sponsoring adults who cannot prove they have closed on property should be referred to the Enrollment Supervisor.
3. Sponsoring adults, who are buying or building a house, may be approved for a temporary enrollment by the Enrollment Supervisor if they present proof that they have been approved for financing with no contingencies.
4. Students in the custody of an agency, or who will be placed in a home unofficially, do not qualify for a temporary enrollment while the home in which they will reside is being constructed or purchased. This type of temporary enrollment is only granted in cases where the adult with legal custody of the student is in the process of becoming a full-time resident of the district.

## **E. Separated Sponsoring Adults**

Sponsoring Adults who are living separately may enroll children if they have established a permanent residence in the district. A separated Sponsoring Adult who is with the other Sponsoring Adult, jointly maintaining a family home outside the district may not enroll children in the district without approval from the Enrollment Supervisor.



## **IV. MEDICAL RECORDS**

### **A. General Requirements**

Pupils enrolled in preschool through grade 12 in the Northwest Local School district are required to have written proof on file that they have been immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola (measles), rubella, hepatitis B and chickenpox or are in the process of being immunized pursuant to Section 3313.671 of the Ohio Revised Code.

No pupil, at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence of immunizations pursuant to Section 3701.13 of the Ohio Revised Code.

The statement "in the process of being immunized" means that the pupil has been immunized against mumps, rubeola, rubella, and chicken pox, and if the pupil has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, the pupil has received at least the first dose of the immunization sequence and presents written evidence to the school of each subsequent dose required to obtain immunizations at the intervals prescribed by the director of health. Any student previously admitted under the "in process of being immunized" provision and who has not complied with the immunization intervals prescribed by the director of health shall be excluded from school on the fifteenth day of the school year. Any student so excluded shall be readmitted upon showing evidence to the student's building principal of progress on the director of health's interval schedule. Ohio Revised Code 3313.671

A student with a history of measles, mumps and/or chicken pox with a signed statement from the student's parent, guardian, or physician to that effect is not required to be immunized against these diseases.

A student who presents a written statement of the pupil's parent or guardian, in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized.

A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

### **B. Immunization Requirements**

For current Ohio immunization requirements please refer to the Immunization Summary

### **C. Kindergarten Enrollments**

Upon a child's initial enrollment in kindergarten, parents or guardians must provide evidence that the child has had a physical examination, all required immunizations, and a dental examination prior to the child's first day of attendance.

## **V. ENROLLMENT AND WITHDRAWAL PROCEDURES INVOLVING VICTIMS OF DOMESTIC VIOLENCE**

### **A. Enrollments**

1. When SPONSORING ADULTS indicate that they are under the care of a shelter for victims of domestic violence, the receiving school shall inform the previous school of that act and request the records.
2. In the absence of sufficient records, temporary placement shall be made from information gathered from the student, parent, or personal contact with the previous school, at the time of enrollment.
3. After receipt of the school records a change in class placement may be necessary.
4. Do not use previous records of attendance in determining academic grade.

### **B. Withdrawals**

1. When a school in the Northwest Local School District is notified that a student is transferring to a different school or school district and has been under the care of a shelter for domestic violence, the appropriate records shall be released and the file shall be sealed.
2. Do not release or permit any person to have access to any information about the location of the school to which this student has transferred.
- 3 . A label indicating that the file is sealed shall be placed on the outside of the student record folder.  
Labels will be forwarded directly to the buildings.

## **C. Safe at Home/Address Confidentiality Program**

If a parent (or adult student), presents information to the District certifying that the parent (or adult student, his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals and organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institute of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of a student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

## **VI. SPECIAL ENROLLMENT SITUATIONS**

### **A. St. Joseph Villa**

A representative from St. Joseph Villa may enroll students. Verification of custody will be sent directly to the Supervisor for Instructional Accountability Services with a note that the student is in St. Joseph Villa.

### **B. Foreign Exchange Students**

All applications for Foreign Exchange students for the coming school year will be reviewed at the end of the current school year. Each high school may enroll a maximum of three foreign exchange students per year. The agency must be on a list approved by the President's Council for International Youth Exchange, the NASSP, or the OASSA. The agency contacts the Enrollment Supervisor for permission to enroll a student.

### **C. Out of District Vocational Programs**

When parents want their students enrolled in a vocational program that is not offered in Northwest School District refer them to the Enrollment Supervisor.

### **D. Transfers**

See page 24.

### **E. Independent and 18-Year-Old Students**

Students who are 18 or older and still living in their natural parents' school district may be enrolled with parental sponsorship. The SPONSORING ADULTS must show that they are the natural parents and that they live in the Northwest School District.

Students 18 or older who can demonstrate that they were attending school regularly before moving into the district may be enrolled immediately with parent sponsorship.

Students who are 18 or older and **did not** attend a district school during the current or past year must be referred to the Enrollment Supervisor.

Students who are 18 or older and wish to enroll as independent adults should be referred to the Enrollment Supervisor.

### **F. Community School Students**

#### **1. Enrollments**

a. When enrolling a student coming directly from a community school, use the following procedures:

- 1.) As with any new student, these students have to enroll at the Centralized Enrollment Office. The CEO staff will search to see if the student already has a NWLSD student ID number.

### **Community Schools...continued**

- 2.) All residency and custody documents that are required for enrollment must be presented. The fact that the students are in the DASL with an address does not mean that we have required documents. Community schools do not always require the same documents for custody and residency that are required for NWLSD students.
- 3.) If a student has previously attended school in our district, withdrew to a community school and is now returning to our district within the same school year, residency and custody should be checked. Current proof of residency is required.

## **2. Withdrawals**

Student withdrawals to a Community School are handled at the school office:

- a. When a parent/guardian comes in to withdraw a student to a community school, follow regular District withdrawal procedures (see page 21). If a student is withdrawing to an online community school, confirmation of actual log-in must be made before the Withdrawal Date can be determined.
- b. If a parent/guardian withdraws a student to a community school but you never receive a Request for Records, the student should be considered truant. It is the responsibility of the resident school to investigate and report this truancy. Once you receive a Request for Records, the student is withdrawn and the responsibility transfers to the community school.
- c. When a district resident withdraws from a community school and does not re-enroll in our district, it is the responsibility of the community school to track these students and report them as truant. Currently, we do not have to monitor these students.

## **G. Department of Youth Services (DYS)**

Students released from the Department of Youth Services (DYS) just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DYS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior while in DYS custody;
3. the student's current individualized education program (IEP), if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

Students who are 18 years of age or older who reside in the District and are living apart from their parents must provide proof that the student is self-supporting.

## VII. DISTRIBUTION OF ENROLLMENT DOCUMENTS

1. Online Enrollment Forms: electronic file, Transportation Office, Enrollment Supervisor for Temporary Enrollments and all appropriate building personnel.
2. Custody document: student electronic file and Enrollment Supervisor for non-natural parent situations
3. Birth Certificate: electronic file, EMIS coordinator and Enrollment Supervisor (for custody issues)
4. Emergency Medical Authorization form: electronic file, (building Nurse receives notification)
5. Medical records: cumulative file, (building secretary will distribute to health assistant)
6. Request for Records form: electronic file – original will be faxed from the CEO office
7. Residency affidavit: electronic file and Enrollment Supervisor for Temporary Enrollments
8. Residency verification documents: electronic file and Enrollment Supervisor for Temporary Enrollments
9. Home Language Survey: electronic file, Curriculum Office/ELL Coordinator

## VIII. WITHDRAWALS – All withdrawals are handled at the school office

Only the SPONSORING ADULT may withdraw a student from school. The withdrawal/transfer form is completed by the appropriate school personnel and signed by the SPONSORING ADULT. The building then completes the electronic form and scans in as evidence this form signed by the parent for record keeping.

There are two main parts to completing the withdrawal process for a student at the building level. The request for records form and the electronic withdrawal form.

The request for records form indicates the student is enrolled in another district and can be withdrawn out of our system. Once a request of records is received, the process of withdrawing the student can begin.

School records are mailed or faxed to the new school upon receipt of a request form signed by the SPONSORING ADULT. When a school receives a request for records and the student has outstanding obligations to the Northwest Local School District, Ohio law requires schools to forward health records, IEP/psychological records and proficiency test scores. Class grades and report cards should be held for students who owe fees. A form letter should also be sent to the school indicating the fees or fines that the student owes. Academic records should be released upon payment of the fees or fines.

The completed electronic Withdrawal/Transfer Form is recorded in the Google Drive for that school year. All building office staff have access to that record in Google. A copy of the Request for Records form or other documentation of verification of student location is scanned into the Withdrawal Google Document for record keeping by the district. If the student is withdrawing to a Community School, the withdrawal process is the same.

Once the Enrollment Office receives the proper paperwork, they will verify the new school to confirm the first day of attendance for the student. The official withdrawal date of the student will be the day before the start date at the enrolling school. After the withdrawal date is confirmed, the Enrollment Office completes the student withdrawal in DASL.

The withdrawal date listed on the Withdrawal Form **always** counts as a day of attendance. Either the student is absent or confirmed present on the date. If the student came into the school to collect books and grades from teachers, they should be marked as present. **The building is required to continue taking attendance on the student until the student withdrawal has been processed at the Enrollment Office and the student becomes inactive in DASL.**

If a request for records for a withdrawn student is not received within 10 school days, notify the principal or a designee to possibly begin the truancy process under HB410.

## **IX. SPONSORING ADULTS MOVE DURING THE SCHOOL YEAR**

### **A. Out of District**

Any student enrolled in the Northwest Local School District whose SPONSORING ADULT(S) moves **out of the district** may finish the semester in which the move occurs **upon advance payment of tuition**. Students whose SPONSORING ADULT(S) moves out of the district during the last two weeks of the school year may finish the school year with no tuition charge. A student who completes the eleventh grade in the Northwest Local School District and whose Sponsoring Adult moves out of the district may complete the senior year **upon advance payment of tuition**. All tuition cases will be administered by the Enrollment Supervisor.

### **B. Within District**

When SPONSORING ADULT(S) moves **within the district** from one attendance area to another, the student may finish the school year in which the move occurs, at the original school.

The SPONSORING ADULT(S) provides transportation and requests a transfer, by submitting a **Change Of Address / Transfer Form** to the Enrollment Supervisor with proof of the SPONSORING ADULT'S new residence. In order for the student to remain in the current school of attendance for the following school year, the request must be made through the intra-district open enrollment process. Applications will be available in the spring of each school year.

### **C. Tuition Charges**

#### **1. Transition Period**

Sponsoring Adults who properly notify school officials that their family will be moving out of the district may have a 5 school day tuition free Transition Period before withdrawing their children from school. The Transition Period starts the day after the family moves out of the school district and ends on the next Friday. Therefore some transition periods will actually exceed 5 days. Sponsoring Adults who move out of the school district without giving prior notification to school officials forfeit their Transition Period.

#### **2. Tuition Liability**

Sponsoring Adults, who live outside the district are liable for full tuition charges for each school day that their children are enrolled in Northwest District Schools. Transition Period days are the only exception.

Sponsoring Adults who move out of the district without notifying school officials are liable for tuition for all days of district enrollment.

If the move occurred during the current semester, the children are eligible to complete the semester. In these cases the Sponsoring Adult will receive 2 tuition bills, one for the arrears charge and one for the current charges. The current charges must be paid immediately for the student to continue, the arrears charge must be paid for academic records to be released.

If the move occurred in a prior semester, the students are removed from school and the Sponsoring Adult is billed for arrears days.



### **3. Tuition Charges**

Tuition charges for regular education students are set at the state approved daily rates. Tuition charges for special education students are set through the excess cost formula. **Northwest Local School District does NOT accept tuition students from outside the district.**

## **X. REVIEW & RELEASE OF RECORDS TO NON-CUSTODIAL PARENTS**

When a duplicate copy or a review of a student's school records is requested by the non-custodial parent, or in the case of shared parenting by the non-residential parent, the following procedures are recommended.

### **A. Legal Issues**

1. Any court documents prohibiting the release of records to the non-custodial parent shall be maintained in the office file.
2. The Ohio Revised Code allows the school district 45 days to release copies of records. The 45 days should be used only under extenuating circumstances.
3. Copies of psychological records and/or other individual assessments shall be released from the Special Education Office.
4. Under certain conditions, school districts may withhold records. However, this refers to grades and credits only.
5. All school records that are maintained are subject to release or review.

### **B. Procedures**

1. The parent requesting the duplicate copy should call the school or submit in writing a request for the records. This request must be made at least 48 hours prior to the time the parent wants to pick up the records.
2. The duplicate records must be picked up at the school or hand carried by the student.
3. The fee for duplicating records is \$.25 per side of a page.
4. The parent must present identification before the records are released.
5. Reviews should be scheduled 48 hours in advance and monitored by a staff member.

### **C. Shared Parenting**

School officials are not legally bound to accommodate provisions of Shared Parenting Plans such as switches of residential parent status during the week. School officials have the right to deal with one household per student. Consult with the Enrollment Supervisor in these cases.

# **XI. TRANSFERS WITHIN THE NORTHWEST LOCAL SCHOOL DISTRICT**

## **A. Intra District Transfers**

Intra District Transfers are a state authorized program that allows parents to request a transfer during April each year. These transfers are granted once a year and last for one school year. All Intra District Transfers must be renewed annually.

When schools are notified of Intra District transfers, the school forwards copies of all student records to the receiving school. SPONSORING ADULTS DO NOT complete withdrawal and other paperwork at sending school.

SPONSORING ADULTS DO complete all local school paperwork at the receiving school.

## **B. Family Hardship Transfers**

Family Hardship Transfers can be granted at any time. All Hardship Transfers must be renewed each year, unless stated otherwise in the transfer letter.

### Sending School

All school records, including the cum file are sent to the receiving school.

### Receiving School:

1. The Sponsoring Adult presents the transfer letter, and completes all local school forms.
2. The receiving school secretary enters the new school code in the computer.
3. Upon arrival send all health records to the health assistant.

## **XII. DIRECTORY INFORMATION**

### **A. Legality**

State law prohibits the release of student records without the written consent of the parent, or student who is 18 years of age or older. An exception is made in the case of "directory information." The directory information is defined to include the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, date of graduation, and awards.

Directory information is considered public information and may be released without parental consent in some cases. Directory information may not be released to an individual or group representing businesses or other profit-making agencies. If a parent objects to the disclosure of any or all directory information, this objection should be put in writing and sent to the student's school of attendance and maintained in a file there and in the Student Services Office.

### **B. Procedure**

A request for directory information should be reported to the Student Services Office. The individual requesting the information should submit the request in writing. If the request is appropriate, an existing list of directory information will be released. The copy fee is \$.25 per side. Unlisted phone numbers will not be included in the directory information.