

Admission, Enrollment, & Residency Policy

Admission to the School is open to any student in grades the Academy currently serves who resides in any district in the State of Ohio and who is entitled to attend school per ORC Section 3313.64 or 3313.65.

No Discrimination:

The School does not discriminate in admissions based on race, religion, creed, color, disability, gender, national origin, economic status or sexual orientation.

Upon admission of a student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

The School will not limit enrollment on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

Should the racial composition of the School's enrollment violate a Federal desegregation order, the School shall take corrective measures to comply with desegregation.

Capacity & Lottery:

The School will not exceed the capacity of the School's programs, classes, grade levels, or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery of applicants. Preference shall be given to students attending the school the previous year, to students who reside in the district in which the school is located, and to siblings of students attending the school the previous year.

Enrollment:

To enroll, parents/guardians must submit the following to the School:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- Custody paperwork, if applicable
- **Proof of Residency/Address Verification** - one (1) of the following in the parent/guardian/student name, showing the complete address, and date:
 - A deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
 - A utility bill or receipt of utility installation issued within ninety days of enrollment;
 - 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;
 - 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;
 - Voter registration card
 - Notarized Shared Residency Affidavit – Exhibit A
 - Any other official document approved by the Ohio Department of Education to determine proof of residency

- When a student loses permanent housing and becomes a homeless child or youth, as defined in 42 U.S.C. 11434a, or when a child who is such a homeless child or youth changes temporary living arrangements, the district in which the student is entitled to attend school shall be determined in accordance with division (F)(13) of section 3313.64 of the Revised Code and the McKinney-Vento Homeless Assistance Act," 42 U.S.C. 11431 et seq

Monthly Review/Annual Verification/Update Information:

The School shall review the residency records of students monthly. Parents/guardians/students 18 years of age and older are required to provide the school with one of the above-specified documents as Proof of Residency/Address Verification annually and at any time a change of address, residency or custody changes.

EXHIBIT A - SHARED RESIDENCY AFFIDAVIT: Complete if residency requirements cannot be provided because the parents/ guardians and child(ren) are sharing a home with a person who is the owner or primary resident. All sections must be completed and signatures **NOTARIZED**.

TO BE COMPLETED BY PARENT(S) / GUARDIAN(S) (please print)

Student Last Name, First Name Sex: M F Date of Birth: ____ / ____ / ____ Grade: _____

Student Last Name, First Name Sex: M F Date of Birth: ____ / ____ / ____ Grade: _____

Parent/Guardian Name(s): _____

Parent/Guardian Name(s): _____

Street Address Apt. No. City OH State Zip Code

Primary Phone _____ Alternate Phone _____

This living arrangements is: Permanent Temporary – duration: _____

The address listed above is my only residence. I agree to notify the Academy when there is any change in the status of my residence. I understand that home visitation and/or residency verification is part of the process when residency is established by an Affidavit of Shared Residency.

Parent/Legal Court Appointed Guardian Signature Driver's License/ID Card No. Date

TO BE COMPLETED BY THE HOMEOWNER OR PRIMARY RESIDENT

I, _____, declare/certify that I am the primary resident/owner of the address listed above and the above-named adult(s) and child(ren) reside with me on a fulltime basis (7 days a week). I agree to notify the Academy if there is any change in the status of residence of the persons listed above. I understand that home visitation and/or residence verification is part of the process when residence is established by a Shared Residency Affidavit. I further agree to provide proof of my residence to the Academy.

Primary Resident/Owner(s) Signature Driver's License/ID Card No. Date

State of Ohio, County of _____.

On this date, _____, before me, _____, personally appeared (homeowner(s)

/primary resident(s) _____.

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument of the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument, I certify under PENALTY OF PERJURY under the laws of the State of Ohio that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature and Seal of Notary Public _____

For Official Use – To be Completed by School Office Manager:

Documentation Approval _____

Signature of Office Manager: _____ Date: _____