

## Open Enrollment 2017-18 School Year Guidelines

Applications for new open enrollment will be accepted for consideration beginning March 6, 2017. Listed below are the REQUIRED documents to be submitted with all new applications. If submitting applications in person, please make copies prior to your arrival.

**Copy of your child's state-issued birth certificate** (Hospital-issued certificates will not be accepted.)

**Copy of parent/guardian's photo ID**

**Copies of two (2) forms of the following current proofs of residency:**

- . Utility bills (gas, electric, water, cable)
- . Payroll check
- . Mortgage statement (Lease or rental agreements will not be accepted)
- . Official government correspondence – Ohio or US Dept. of Taxation, Ohio Dept. of Human Services, Medicaid/Medicare, etc.
- . Voter registration
- . Insurance documents – Company declaration page that shows proof of automobile, homeowners, health, or dental benefits or statements (Medical bills will not be accepted)

**Copy of court-stamped custody papers** (if any) listing residential parent

**Copy of most recent report card** for the current 2016-17 school year for grades 1—12 (A high school transcript is acceptable for grades 9—12.) Please do not bring Progress Reports.

**Copy of current Special Education IEP/ETR/504** (if any) These documents are necessary for determination of availability of the appropriate needed services.

Open enrollment will be approved on a first come/first serve basis in addition to space availability in the class/grade requested. Special consideration will be given to those families that have students already in the district. No student will be admitted for open enrollment if the student is under expulsion and/or has been suspended from school for any reason in the last twelve (12) months. All open enrollment students are expected to maintain passing grades.

Parents are responsible for transportation to and from school. Only junior and senior students are permitted to drive to school and must purchase a parking pass.

In order to be considered for inter-district open enrollment, students must have an appropriate number of credits and be age appropriate for the grade level in which they are seeking to enroll. All inter-district open enrollment students must take a minimum of five classes at Manchester High School to be considered for academic awards. All applicable rules and regulations of the Ohio High School Athletic Association (OHSAA) and of the Manchester Board of Education shall govern the athletic eligibility of an open enrollment student.

You will be notified by mail of acceptance or denial. We will make every effort to notify you by May 1 (with the exception of Kindergarten applicants). If your child is not accepted on May 1, your child's name will be put on a waiting list.

For further information, please call 330-882-6926.

Please return completed applications and required documents to:  
Dr. James Robinson, Superintendent  
Manchester Local Schools  
6075 Manchester Rd.  
New Franklin, OH 44319

