

## **Open Enrollment 2019-20 School Year Guidelines for New Students**

Applications for new grades 1—12 open enrollment will be accepted for consideration beginning March 4, 2019. 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 custody papers with magistrate's signature** (if any) listing residential parent

**Copy of most recent report card** for the current 2018-19 school year. (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 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. 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

# MANCHESTER LOCAL SCHOOLS OPEN ENROLLMENT APPLICATION 2019-2020

Please read the guidelines attached. Please remember to enclose all requested copies listed on the guidelines. A separate application must be completed for each student annually. This form can be filled in before printing. Please sign after printing.

LEGAL NAME OF STUDENT \_\_\_\_\_  
First Middle Last

ADDRESS \_\_\_\_\_ Start Date \_\_\_\_\_  
# STREET CITY ZIP

STUDENT DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_ GRADE ENTERING 2019-2020 \_\_\_\_\_

HAS STUDENT BEEN SUSPENDED OR EXPELLED FROM SCHOOL? IF YES, EXPLAIN \_\_\_\_\_  
\_\_\_\_\_

PARENT/GUARDIAN NAME(S) \_\_\_\_\_

CURRENT SCHOOL DISTRICT WHERE YOU LIVE \_\_\_\_\_

CURRENT DISTRICT OF ATTENDANCE \_\_\_\_\_

PARENT/GUARDIAN HOME PHONE \_\_\_\_\_ WORK/CELL PHONE \_\_\_\_\_

PARENT/GUARDIAN E-MAIL ADDRESS \_\_\_\_\_

DOES YOUR CHILD HAVE AN IEP AND/OR RECEIVE SPECIAL EDUCATION SERVICES?  YES  NO

REASONS FOR REQUESTING OPEN ENROLLMENT:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: X \_\_\_\_\_ DATE \_\_\_\_\_

**HIGH SCHOOL STUDENTS ONLY:**

1. NUMBER OF HS CREDITS AT END OF THIS YEAR \_\_\_\_\_

2. DO YOU PLAN ON ATTENDING THE PORTAGE LAKES CAREER CENTER:  YES  NO

ANY FAILURE TO DISCLOSE ANY INFORMATION AND/OR FALSIFICATION OF INFORMATION ON THIS FORM WILL CAUSE THIS APPLICATION TO AUTOMATICALLY BE DENIED.

FOR OFFICE USE ONLY

PRINCIPAL:  APPROVES  REJECTS \_\_\_\_\_

PRINCIPAL'S SIGNATURE

SUPERINTENDENT:  APPROVES  REJECTS \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE

DATE NOTIFIED \_\_\_\_\_