

ENROLLMENT PROCEDURES

Ohio public school districts' enrollment procedures are governed by state law and local policies. The school employees who process enrollments are capable of answering your questions and helping you complete the process. However, school employees do not have the authority to change law or policy. If a special situation arises during your enrollment, you may have to discuss it with a member of our administrative team. We will do all that we can to enroll your child as quickly as possible, and we thank you in advance for your cooperation and patience.

Students do not start school on the day of enrollment. All information presented for enrollment, and the information received from previous schools, must be reviewed before students may start attending school. Most students are authorized to start school the day after enrollment. If there is a delay in receiving all necessary records, you will be contacted.

INFORMATION NEEDED FOR SCHOOL ENROLLMENT

BIRTH CERTIFICATE:

All Ohio public school students must have a copy of their birth certificate on file in their school office. If you cannot present a copy of your child's birth certificate you may qualify for a two week Temporary Enrollment while you procure a copy. First time Ohio enrollees' SPONSORING ADULTS must present a copy of the student's certified birth certificate.

Certified Copies of Birth Certificates for anyone born in Ohio may be obtained from the Wayne County Health Department, Vital Statistics Division.

Location: 203 S Walnut Street Wooster, OH
Phone: 330-264-9590
Office Hours: Monday-Friday 8:00 am – 4:00 pm (By Appointment Only)
Please contact them regarding obtaining the Birth Certificate.

CUSTODY DOCUMENTATION:

All SPONSORING ADULTS must present proof that they have full legal custody or guardianship of their students. You will have a chance to discuss the type of documentation, if any, that you will need. If you cannot present proof that you have legal custody, you may qualify for a Temporary Enrollment. In order to qualify for a Custody Temporary Enrollment, you must present evidence that you have filed for a custody change in the appropriate court. Foster parents must present a court document showing agency custody and an agency placement letter.

RESIDENCY:

All SPONSORING ADULTS must be permanent residents of the Norwayne Local School District. Residency must be documented by submitting one of the following acceptable documents:

1. Rental Agreement signed by landlord and renter along with landlord contact information
2. Purchase Agreement signed by all parties with closing date & letter from realtor confirming occupancy
3. Construction Contract signed by all concerned parties
4. Homeowner Mortgage Statement/Coupon or Deed
5. Homeowner Insurance Statement/Bill

6. Property Tax Bill
7. Most **recent** Pay Stub with address
8. One **recent** Utility Bill. Choose one of the following: Electric, Water, Gas or Cable TV
9. Most **recent** Bank Statement with address.
10. Letter for Verification of Utility Service (Electric 1-800-589-3101 or Gas 1-800-344-4077)
11. If living with another family within the district, a Sworn Statement of Residency Document completed by the parent and homeowner and stamped by a notary republic is required. Please request this form from the district registrar.

IMMUNIZATION RECORDS:

All students must have records showing proper immunization doses of Dtap/DTP/DT; polio vaccine; measles, mumps and rubella vaccine; Hepatitis B; and Varicella. Students who do not have these records on file after 14 days of enrollment may be removed from school until acceptable records are presented.

INFORMATION REQUIRED TO BEGIN ATTENDING SCHOOL

When the enrollment process is completed, additional documents are required for class assignments. Students may not attend school until the principal or a designee has reviewed and approved the following documents or records:

1. Academic History from sending school or report card including:
 - a. class schedule
 - b. current grades
 - c. attendance records
2. IEP/504 Plan Status
3. Suspension/Expulsion Status

The principal or a designee may accept verbal confirmation of this information OR waive selected requirements if sufficient information is received to make a class assignment.

The information that you present during enrollment must be accurate. Students whose SPONSORING ADULTS have falsified records may be removed from school. If you have any questions about the enrollment process, please contact your building principal or a district guidance counselor.

Rules governing student attendance for Ohio is found in Ohio Revised Code (ORC) Section 3313.64

Online reference to ORC is found at: <http://codes.ohio.gov/orc/3313.64>

NORWAYNE LOCAL SCHOOL DISTRICT STUDENT ENROLLMENT FORM

Date _____

Has this student ever attended the Norwayne Local School District before? NO _____ YES _____
 If yes, which building(s): _____

OFFICE USE ONLY	
Student ID	_____
Birth Cert	_____
Immunizations	_____
Custody Papers	_____
Proof of Residency	_____

Student's Legal Name As It Appears On Birth Certificate:

 (First) (Middle) (Last)

Date of Birth ____/____/____ City/State of Birth _____, _____ Student's Mother's Maiden Name: _____

Sex ____M____F Birth Certificate Provided Upon Enrollment () Yes () No Student's Social Security Number: ____/____/____

Citizen Status: _____ 1-US Citizen. 2-Exchange Student, 3-Other Non-US Citizen

Student Heritage: (Please Check ALL that Apply)

Student is: Hispanic/Latino ____yes ____no Language Spoken at Home _____

Student is: ____American Indian or Alaska Native, ____Asian ____Black or African American, ____Native Hawaiian or other Pacific Islander, ____White

Grade Level Enrolling Into _____ Admission Date _____ Admission Code _____(From Below)

- | | | | |
|--|--|--|---------------------------------|
| 1-first school attended | 5-from another public school district in another state | 9-from MR/DD | 13-from a licensed Kindergarten |
| 2-from a non-public school | 6-from another country | 10-previously dropped out | 14-from Head Start |
| 3-from another school district in the same county | 7-from home schooling | 11-court referral | 15-from a JVSD Preschool |
| 4-from another school district in Ohio (not same county) | 8-from an Institution | 12-from a licensed preschool other than JVSD | 16-from a Community School |

Legal Custody of Student is with ____Both Parents ____Father ____Mother ____Step-Father ____Step-Mother ____Guardian ____Other

Custody Alert ____Yes ____No

Custody Papers Provided Upon Enrollment ____Yes ____No ____Not Applicable ____Parents were never married

Any other Alerts: (Allergy or Medical Conditions): ____Yes ____No If yes, please explain:

Pupil Lives With ____Both Parents ____Father ____Mother ____Step-Father ____Step-Mother ____Guardian ____Other

If other please explain _____

Please check if either situation applies:

____ Student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps or Coast Guard)

____ Student is a dependent of a member of the National Guard (Army National Guard or Air National Guard)

____ Reserves

Mother/Guardian _____ Father/Guardian _____

Street Address _____ Street Address _____

P O Box _____ City _____ Zip _____ County _____ P O Box _____ City _____ Zip _____ County _____

Phone _____ Unlisted ____Yes ____No Phone _____ Unlisted ____Yes ____No

Employment _____ Employment _____

Name of Brothers and Sisters	Date of Birth	School Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Parent/Guardian _____

Date _____

Appendix A: Language Usage Survey

Parents and Guardians: Please only complete this page of the survey. The back of this form will be completed by the school. A completed language usage survey is required for all students upon enrollment in Ohio schools. This information will tell school staff if they need to check your child's proficiency in English. Answers to these questions ensure your child receives the education services to succeed in school. The information is not used to identify immigration status.

Student Name: <i>(First Name and Last Name)</i> _____		Student Date of Birth: <i>(mm/dd/yyyy)</i> _____
Communication Preferences Indicate your language preference so we can provide an interpreter or translated documents at no cost when you need them. All parents have the right to information about their child's education in a language they understand.	1. In what language(s) would your family prefer to communicate with the school? _____	
	2. What language did your child learn first? _____ 3. What language does your child use the most at home? _____ 4. What languages are used in your home? _____	
Language Background Information about your child's language background helps us identify students who qualify for support to develop the language skills necessary for success in school. Testing may be necessary to determine if language supports are needed.	5. In what country was your child born? _____ 6. Has your child ever received formal education outside of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many years/months? _____ If yes, what was the language of instruction? _____	
	7. Has your child attended school in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when did your child first attend a school in the United States? _____ / _____ / _____ Month Day Year	
Prior Education Responses about your child's birth country and previous education give us information about the knowledge and skills your child is bringing to school and may enable the school to receive additional funding to support your child.	Additional Information Please share additional information to help us understand your child's language experiences and educational background.	
Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____ Parent/Guardian Signature: _____ Today's Date: <i>(mm/dd/yyyy)</i> _____		

Thank you for providing the information above. Contact your school or district office if you have questions about this form or about services available at your child's school. Translated information about schools' civil rights obligations to English learner students and limited English proficient parents can be found here: <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>



Norwayne Local School District

(Appendix A, continued)

COMPLETED BY SCHOOL EMPLOYEE

1. **Check.** Confirm the following statements related to the administration of Ohio's language usage survey:
 - The district or school presented the language usage survey, to the extent practicable, in a language and form that the parent or guardian understood.
 - The district or school informed the parent(s) or guardian(s) of the form's purpose. The language usage survey only is used to understand students' linguistic experiences and educational background.
 - The district or school reports information from the language usage survey in the appropriate Educational Management Information System (EMIS) records.
 - For students enrolling from other U.S. schools and districts, school officials request previous language survey data and refer to the information when identifying English learners.
 - Results of the language usage survey are kept with the student's cumulative records and follow the student if he/she transfers to another district or school.

2. **Note.** Record additional information to assist the review of the language usage survey.

3. **Record.** Indicate responses from the language usage survey in the table below. Refer to the [Language Usage Survey Annotations](#) on page 2 for item-specific guidance.

Student's native language See Language Usage Survey Question 2. Report for <u>all</u> students in EMIS.	_____
Student's home language See Language Usage Survey Question 3. Report <u>only</u> for English learners in EMIS.	_____
Potential English learner See Language Usage Survey Questions 2-4.	<input type="checkbox"/> Yes. Assess the student's English proficiency. <input type="checkbox"/> No. Do not assess the student's English proficiency.
Immigrant student status See Language Usage Survey Questions 5-7. Report for <u>all</u> students in EMIS.	<input type="checkbox"/> Yes, the student is an immigrant child. <input type="checkbox"/> No, the child is not an immigrant child.

4. **Validate.** Complete the information below.

 Signature of validating school employee

Fran Hansen
 Printed name of validating school employee

 Date (mm/dd/yyyy)

Norwayne Local Schools
 Name of school or school district

This form is to be completed by a parent or guardian registering a child for enrollment in the Norwayne Local School District.

Dear Parent:

To provide a continuous educational program for your child, we need to know what services your child had at his/her previous school.

My child was involved in:

<u>AREA</u>	<u>YES</u>	<u>NO</u>
Speech Therapy	_____	_____
Occupational Therapy	_____	_____
Physical Therapy	_____	_____
Resource Room	_____	_____
Title I (Math)	_____	_____
Title I (Reading)	_____	_____
Current IEP	_____	_____
Disability Category	_____	
Current 504 Plan	_____	_____
Gifted Identification	_____	_____
Served on a WEP	_____	_____
Other: _____	_____	_____

Student Name

Grade _____ Age _____

Signature of Parent/Guardian

Date

NORWAYNE LOCAL SCHOOLS ~IRN 050567
PARENT/GUARDIAN/STUDENT CONSENT FOR RECORDS RELEASE

To: _____
Name of Previous School District & Building Attended

School Address

Student: _____
Student's Full Name Current Grade Date of Birth

Student's Complete Address Student's Home Telephone Number

Please send ALL that apply including:

- Grades/Transcripts
- Birth Record/Certified Certificate
- Custody Documents, if applicable
- KRA Results
- End of Course Exam Results
- Next Generation Assessments
- Third Grade Reading Guarantee
- Standardized Achievement Test Results
- Intelligence and Aptitude Results/Gifted
- Medical/Immunization Records
- Attendance Records – Intervention Plan
- IEP/ETR/504
- Other _____

Reason for enrollment in Norwayne Local Schools:

- Please check the appropriate box:
- Parent/guardian resides in our district
 - Open-enrollment approval on file
 - Foster/court-placed in our district
 - Board-approved grandparent clause
 - Board-approved superintendent's agreement
 - 18-year-old Student

* PLEASE NOTE: If you do not release special education records from your office, please make a copy of this release form and send to the appropriate office.

Please release and forward via fax, scan or mail:

_____ Norwayne Elementary
286 S Main St
Creston, OH 44217
330-435-6383
Fax: 330-435-4633

_____ Norwayne Middle
350 S Main St
Creston, OH 44217
330-435-1195
Fax: 330-435-4633

_____ Norwayne High
350 S Main St
Creston, OH 44217
330-435-6384
Fax: 330-435-4633

Scan to: ksuppes@norwayne.net

Scan to: jaberger@norwayne.net

Scan to: cmiller@norwayne.net

Norwayne Local Schools Registrar

PARENT/GUARDIAN AUTHORIZATION FOR RELEASE

I hereby authorize the school, institution or individual indicated above to release and/or provide access to the records requested above.

Parent/Guardian Name – Please Print

Date

Signature of Parent or Legal Guardian

Complete records mailed

Date Copies Sent: _____

Incomplete records mailed

By _____

(Please Print Name & Title)

NORWAYNE LOCAL SCHOOL DISTRICT
350 South Main Street
Creston, OH 44217
330-435-6382
Mr. Kevin Leatherman, Superintendent

STUDENT RESIDENCY VERIFICATION

This is to verify that _____ is a resident of the
Student Name

_____ School District, residing at:

Address

_____ *City* _____ *Zip Code*

Proof of residency submitted:

- _____ Homeowner Insurance Statement/Bill
- _____ Property Tax Bill
- _____ Most **Recent** pay Stub with Address
- _____ **Recent** Utility Bill: Electric, Water, Gas, Cable TV
- _____ Most **Recent** Bank Statement with Address
- _____ Other (specify) _____

If you are living with another family (friend or relative), in the school district a signed and notarized letter must accompany this application. Please request a copy of that form from the District Registrar. The form and proof of residency of the person you are living with must be turned in. Form must show notary's signature and stamp.

My signature below verifies that the above information is true and correct. I also understand that providing false information would be considered fraud and that information will be turned over to the State of Ohio.

Signature of Parent/Guardian _____ *Date*

Verified by: _____
School Employee _____ *Date*

Norwayne Schools
Bus Information
2022/2023

Request Date _____

Student's Name _____ Grade _____

Name of Parent/Guardian _____

Complete Home Address _____

Home Phone _____ Work Phone _____

DOB of Student _____ Student I.D. # _____

(School Will Complete I.D #)

Mark **one** of the following: (must be the same every day)

- ____ Student will be picked up and dropped off at home address.
- ____ Student will be picked up and dropped off at babysitter.
- ____ Student will be picked up at babysitter and dropped off at home.
- ____ Student will be picked up at home and dropped off at babysitter.
- ____ Student walks or has other forms of Transportation.

<u>TRANSPORTATION DEPT</u>
<u>WILL COMPLETE:</u>
Change _____ New _____
Bus# _____ AM _____
Bus# _____ PM _____
Start Date _____

Babysitter Name _____ Phone _____

Babysitter Address _____

Other important transportation information _____

The Transportation office **must** be notified of any changes made throughout the school year.
Please contact our office at (330) 435-1142

Emergency Medical Authorization: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached:

Health Alert: List student's known allergies or medical conditions: _____

The medical concerns listed above are allowed to be shared with necessary staff at my child's school. Yes No

Part I – To Grant Consent: I hereby give consent for the following medical care providers and local hospital to be called.

Preferred Doctor: _____ Address: _____ Phone _____

Preferred Dentist: _____ Address: _____ Phone _____

Preferred Hospital: _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give consent for: (1) the administration of any treatment deemed necessary by above-named doctor, or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. The authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Signature of Parent/Guardian: _____ Date: _____

Part II – Refusal to Consent: I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action as they are reasonably able to do so:

Signature of Parent/Guardian: _____ Date: _____

NORWAYNE LOCAL SCHOOL DISTRICT
District Calendar for 2022-23
Board Approved – 2.28.22

2022

Friday	August	12	Staff Convocation & Building Meetings (8 am – 12 pm)	
Mond/Tues	August	15 & 16	District In-Service	
Wednesday	August	17	Teacher Work Day	
Thursday	August	18	First Day for Students	
Monday	September	5	Labor Day - No School	
Monday	September	12	Fair Day - No School	
Tues/Wed	September	13 & 14	District In-Service - Students Dismissed	
Friday	October	21	End of First Nine Weeks	43 Days

Wed-Friday	November	23-25	Thanksgiving Break - No School	
Monday	November	28	Conference Comp Day - No School	
Monday	December	19	Christmas Break Begins - No School	

2023

Tuesday	January	3	School Resumes	
Friday	January	13	End of Second Nine Weeks	45 Days
			End of First Semester	88 Days

Monday	January	16	Dr. Martin Luther King, Jr. Day - No School	
Friday	February	17	Conference Comp Day - No School	
Monday	February	20	Presidents Day - No School	
Friday	March	17	End of Third Nine Weeks	42 Days

Monday-Friday	April	3-7	Spring Break – No School	
Monday	May	29	Memorial Day – No School	
Wednesday	May	31	End of Fourth Nine Weeks	47 Days
			End of Second Semester	89 Days
Sunday	May	28	Graduation	
Thursday	June	1	Teachers Report	

Days in Session with Pupils Present
or Parent-Teacher Conferences 179 Days

Teachers' In-Service 4 Day

Teachers' Opening Meeting, Work Day and End-of-Year Reports 2 Days

Total: 185 Days

NORWAYNE LOCAL SCHOOLS

District Calendar for 2022-23

MAKE-UP DAYS (if needed)

1st	Monday	February 20
2nd	Monday	April 3
3rd	Tuesday	April 4
4th	Wednesday	April 5
5 th	Thursday	June 1

ORIENTATION DATES

Bus Safety Training (Kindergarten) – Saturday, August 13 – 9:30 – 11:00 a.m.

High School (9th grade) – Tuesday, August 9 – 6:00 p.m.

Middle School (6th grade) – Thursday, August 11 – 6:00 p.m.

OPEN HOUSE DATES

Elementary (Kindergarten) – Saturday, August 13 – 9:30 – 11:00 a.m.

Grades 1 – 12 – Wednesday, August 17 – 6:00 - 7:00 p.m.

PARENT-TEACHER EVENING CONFERENCE DATES

Elementary School – September 22 & October 13, 2022 & February 16, 2023 (4:30-7:30 pm)

Middle School – September 21 & November 16, 2022 & February 16, 2023 (4:30-7:30 pm)

High School – September 21 & November 16, 2022 & February 16, 2023 (4:30-7:30 pm)