

**FAIRFIELD UNION LOCAL SCHOOLS  
2025-2026 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**

- |                                   |  |
|-----------------------------------|--|
| ___ Sponsoring Adult's Photo I.D. | ___ Child's Birth Certificate  |
| ___ Custody Documentation         | ___ Residency Verification – Page 6 <b>OR</b><br>Pages 7 and 8 of this packet. |
| ___ Immunization Records          |  |

**PHOTO I.D.**

Examples of a Photo I.D. include: an Ohio Driver's License, State ID, Passport, or Military ID

**BIRTH CERTIFICATE (within 14 days of enrollment):**

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 Fairfield County Health Department, Vital Statistics Division.

Location: 1550 Sheridan Drive, Suite 100  
Phone: 740-652-2836  
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 VERIFICATION: (within 90 days of enrollment)**

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 (of parent or student)
- 8) One recent Utility Bill. Choose one of the following: Electric, Water, Gas, Sanitation or Cable TV
- 9) Most recent Bank Statement with address.
- 10) Letter for Verification of Utility Service
- 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.
  - a. One of the proof of residency items listed above of the person you are living with must be turned in with the Notarized Sworn Statement of Residency.

### **IMMUNIZATION RECORDS: (within 14 days of enrollment)**

All students must have records showing proper immunization. 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:

Academic History from sending school or report card including:

- class schedule
- current grades
- attendance records

IEP/504 Plan Status

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>

**FAIRFIELD UNION LOCAL SCHOOL DISTRICT  
ONLINE STUDENT ENROLLMENT PORTAL- ONEVIEW**

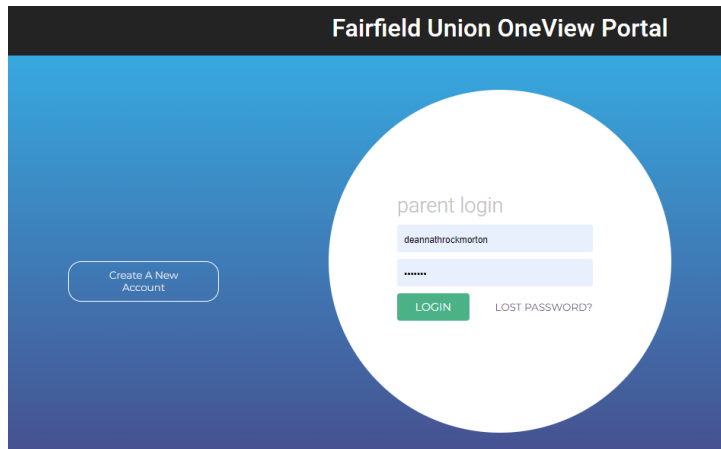
Fairfield Union Local Schools utilize the OneView platform for new enrollment. Follow the instructions below to complete your student's enrollment information.

- 1) Go to the district website [www.fairfieldunion.org](http://www.fairfieldunion.org)
- 2) Click on the Online Student Registration Link located on the front page under Campus Resources or use the Parents tab in the navigation bar, New Student Registration
- 3) Click on the New Student Registration Link:

## Online Student Registration and Forms

<b>Parents</b>	<b>Student Registration Links</b>
<a href="#">New Student Registration</a>	<a href="#">New Student Registration</a> <a href="#">Current Student Registration</a>
<a href="#">Current Student Registration</a>	<b>OneView Help Files</b>
<a href="#">Forms, Notices and Disclosures</a>	<a href="#">Returning User Instructions</a>
<a href="#">Title I</a>	<a href="#">Returning User Instructions (.rtf)</a>
<a href="#">Transportation</a>	<a href="#">Creating an account (New Users Only)</a>
<a href="#">Credit Recovery</a>	<a href="#">Linking your children to your account</a>
	<a href="#">Enrolling a new Student</a>
	<a href="#">I forgot my parent login</a>
	<a href="#">I forgot my login credentials</a>
	<a href="#">I forgot my password</a>
	<a href="#">I forgot my pin</a>

- 4) Create a New Account or Login to your existing account



- 5) Click Enroll New Student, then on the next page click Enroll a New Student
  - a. Enter the student information and then click Begin New Enrollment
  - b. Complete the New Student Enrollment Form
- 6) Save and Submit Your forms to the District



- 7) 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.

**FAIRFIELD UNION LOCAL SCHOOL DISTRICT  
2025-2026 SCHOOL CALENDAR**

New Teacher Orientation	August 7 & 8, 2025 (THURSDAY & FRIDAY)
Teacher Work Day – Classroom Preparation	August 11 (MONDAY)
Teacher Professional Development Days	August 12, 13 & 14 (TUES., WED. & THURS.)
First Day for Students	August 15 (FRIDAY)
Labor Day	September 1 (NO SCHOOL)
Teacher Data Day – 2 Hour Late Arrival	September 19 (FRIDAY)
Teacher Professional Development Day	September 22 (NO SCHOOL FOR STUDENTS)
Fairfield County Fair	October 6 – 10 (NO SCHOOL)
End of 1 <sup>st</sup> Nine Weeks – Two Hour Late Arrival	October 31 (FRIDAY)
Comp. Day for Parent Teacher Conferences	November 26 (NO SCHOOL)
Thanksgiving Break	November 27 & 28 (NO SCHOOL)
Last Day Before Christmas – Two Hour Early Dismissal	December 19 (FRIDAY)
Christmas Break	December 22 - January 2, 2026 (NO SCHOOL)
School Resumes	January 5, 2026 (MONDAY)
End of 2 <sup>nd</sup> Nine Weeks – Two Hour Late Arrival	January 16 (FRIDAY)
Martin Luther King Day	January 19 (NO SCHOOL)
Presidents Day	February 16 (NO SCHOOL)
Teacher Professional Development Day	March 20 (NO SCHOOL FOR STUDENTS)
Spring Break	April 3 – 6 (NO SCHOOL)
Last Day for Students – Two Hour Early Dismissal	May 21 (THURSDAY)
Teacher Work Day – Records	May 22 (FRIDAY)
Graduation Exercises	May 24 (SUNDAY)

**GRADING PERIODS**

9 Week Grading Periods - All Buildings (175 Days)

1.	Aug. 15	-	Oct. 31	49 Days
2.	Nov. 3	-	Jan. 16	42 Days
3.	Jan. 20	-	Mar. 19	42 Days
4.	Mar. 23	-	May 21	42 Days

**STUDENT SUMMARY**

Grades K-12

Instructional Days	175
Parent Teacher Conference Days	2
Staff Professional Development Days	<u>2</u>
	179

**TEACHER SUMMARY**

Grades K-12

Instructional Days	175
Parent Teacher Conference Days	2
Staff Professional Development Days	5
Teacher Work Days	<u>2</u>
	184

**NOTES**

1. The first 39 hours (1 day = 6.5 hours) of missed school due to closure or delay will be forgiven. After 39 hours of missed school time, days will be made up in the following order: January 19, February 16, March 20, April 6, and May 22.
2. The District may utilize remote learning, as permissible by law, to make up missed instructional time.
3. Parent-Teacher Conferences will be held during evening hours (4:00 p.m. to 7:45 p.m.) as follows:  

Bremen and Pleasantville Elementary Schools	November 20, November 24, February 24 and February 26
Fairfield Union High School and Rushville Middle School	November 18, November 24, February 24 and February 26
4. Open House and Orientation – Times to be determined:  

Bremen and Pleasantville Elementary Schools	August 12, 2025
Fairfield Union High School and Rushville Middle School	August 13, 2025

## CONTINUING EDUCATION INFORMATION

*This form is to be completed by a parent or guardian registering a child for enrollment in the Fairfield Union 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.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

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 _____		

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## FAIRFIELD UNION LOCAL SCHOOLS - STUDENT RESIDENCY VERIFICATION

This is to verify that the following students live in the \_\_\_\_\_ School District  
 (Fill in district of residence.)

Name of Student	Building and Grade

Residential Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

If I change my address, I understand that I am required to notify the school and complete this process again.

**Proof of Residency submitted (one required):**

- \_\_\_\_\_ Rental Agreement signed by landlord and renter along with landlord contact information
- \_\_\_\_\_ Purchase Agreement signed by all parties with closing date & letter from realtor confirming occupancy
- \_\_\_\_\_ Homeowner Mortgage Statement/Coupon or Deed
- \_\_\_\_\_ Construction Contract signed by all concerned parties
- \_\_\_\_\_ Homeowner Insurance Statement/Bill
- \_\_\_\_\_ Property Tax Bill
- \_\_\_\_\_ Most Recent pay Stub with Address
- \_\_\_\_\_ Most Recent Bank Statement with Address
- \_\_\_\_\_ Recent Utility Bill: Electric, Water, Gas, Cable TV

- NOTE: Other-Shared Residency Affidavit - If you are living with another family (friend or relative) in the school district, **please request a copy of the two-page Shared Residency Affidavit.** The two-page form and proof of residency of the person you are living with must be turned in. Form must show notary's signature and stamp.

**Parents of Students in Grades 7-12** – Do you plan to have your student participate in sports at Fairfield Union?

Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, please ask for and complete the required OHSAA "Affidavit of Bona Fide Legal Change of Residence".

(I understand if my student athlete enrolls and participates under false pretenses, Fairfield Union athletic teams will be forced to forfeit games based on playing an ineligible player.) \_\_\_\_\_ Parent/Guardian Initials of Understanding

1. By signing this form, the parent/guardian solemnly affirms the following: 1) I am the legal custodial or legal guardian of the above child(ren); and 2) I am changing my residence within the Fairfield Union Local School boundaries OR I have been approved for open enrollment.
2. Ohio Revised Code 3313.64 states that a student is entitled to receive his/her tuition-free public school education in the district in which his/her residential, custodial parent resides. Therefore, I acknowledge and understand that if the above information is found to be false, and I have moved outside of the district boundaries, submission of this signed information / address change constitutes criminal falsification. (#2 does not apply for students who are approved to attend under open enrollment.)
3. Further, I understand, as constituted by Ohio school attendance laws, if I move out of the district at any time, I am obligated to withdraw my child(ren) from Fairfield Union Schools OR be approved for open enrollment. If I fail to notify the school that I have moved from the district, and fail to initiate the withdrawal process, I understand that I may be held financially responsible for tuition charges backdated to the date I moved from the district.
4. I agree and attest by my signature that Fairfield Union Schools shall have the right, at any time they deem necessary, to investigate my residency. I hereby allow the release of rental information, realtor records, as well as utility customer information to a representative of the Fairfield Union Local School District.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

School Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FAIRFIELD UNION LOCAL SCHOOLS**

**SHARED RESIDENCY AFFIDAVIT – PARENT/GUARDIAN – PAGE 1 OF 2**

**(FOR USE ONLY WHEN PARENT/GUARDIAN DOES NOT OWN/RENT A RESIDENCE)**

This form must be completed whenever a parent cannot verify that he/she owns or rents a residence.

**REQUIREMENTS:**

1. Completion of this **two-page statement**, with both your signature and that of your family/friend notarized.
2. A copy of one form of proof of residency from the person where you are sharing a residence.

Homeowner Insurance Statement/Bill       Property Tax Bill       Most Recent pay Stub with Address  
 Most Recent Bank Statement with Address       Recent Utility Bill: Electric, Water, Gas, Cable TV

**List all of your school aged sibling/step-siblings who live at this address:**

Name of Student	Building and Grade

Parent's Name \_\_\_\_\_

Although I do not own or rent a residence in the Fairfield Union School District, this is to certify that I am the custodial parent of my student(s) named above and that I have established a residency on a **7-day per week basis** at the below named address within the district:

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

<p><b>Parents of Students in Grades 7-12</b> – Do you plan to have your student participate in sports at Fairfield Union? Yes_____ No_____ If yes, please ask for and complete the required OHSA "Affidavit of Bona Fide Legal Change of Residence". (I understand if my student athlete enrolls and participates under false pretenses, Fairfield Union athletic teams will be forced to forfeit games based on playing an ineligible player.)</p> <p>_____ Parent/Guardian Initials of Understanding</p>
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1. By signing this form, the parent/guardian solemnly affirms the following: 1) I am the legal custodial or legal guardian of the above child(ren); and 2) I am changing my residence within the Fairfield Union Local School boundaries OR I have been approved for open enrollment.
2. Ohio Revised Code 3313.64 states that a student is entitled to receive his/her tuition-free public school education in the district in which his/her residential, custodial parent resides. Therefore, I acknowledge and understand that if the above information is found to be false, and I have moved outside of the district boundaries, submission of this signed information / address change constitutes criminal falsification. (#2 does not apply for students who are approved to attend under open enrollment.)
3. Further, I understand, as constituted by Ohio school attendance laws, if I move out of the district at any time, I am obligated to withdraw my child(ren) from Fairfield Union Schools OR be approved for open enrollment. If I fail to notify the school that I have moved from the district, and fail to initiate the withdrawal process, I understand that I may be held financially responsible for tuition charges backdated to the date I moved from the district.
4. I agree and attest by my signature that Fairfield Union Schools shall have the right, at any time they deem necessary, to investigate my residency. I hereby allow the release of rental information, realtor records, as well as utility customer information to a representative of the Fairfield Union Local School District.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING SECTION IS TO BE COMPLETED BY NOTARY PUBLIC**

Before me, a notary public, came \_\_\_\_\_ who, being first duly cautioned and sworn, did sign the foregoing document as his/her free and voluntary act and deed this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public \_\_\_\_\_ Date \_\_\_\_\_

**FAIRFIELD UNION LOCAL SCHOOLS**  
**SHARED RESIDENCY AFFIDAVIT – OWNER OR LEASEHOLDER OF THE HOME – PAGE 2 OF 2**

I, \_\_\_\_\_, certify that I am the owner/leasing tenant of the home or apartment located at:

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Owner/Leaseholders relation to the persons they are allowing to reside with them:

\_\_\_\_\_

I certify that all persons listed below reside at this address with me and to the best of my knowledge, do not maintain a residence elsewhere.

**List all students and adults that will be residing with you in your home:**


**OWNER/LEASING TENANT MUST PROVIDE ONE OF THE FOLLOWING:**

- \_\_\_ Homeowner Insurance Statement/Bill
- \_\_\_ Property Tax Bill
- \_\_\_ Most Recent pay Stub with Address
- \_\_\_ Most Recent Bank Statement with Address
- \_\_\_ Recent Utility Bill: Electric, Water, Gas, Cable TV

I agree and attest by my signature that Fairfield Union Schools shall have the right, at any time they deem necessary, to investigate my residency. I hereby allow the release of rental information, realtor records, as well as utility customer information to a representative of the Fairfield Union Local School District.

Signature of Residence Owner/Renter \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING SECTION IS TO BE COMPLETED BY NOTARY PUBLIC**

Before me, a notary public, came \_\_\_\_\_ who, being first duly cautioned and sworn, did sign the foregoing document as his/her free and voluntary act and deed this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public \_\_\_\_\_ Date \_\_\_\_\_ PAGE 2 OF 2