

FAIRFIELD UNION LOCAL SCHOOLS 2023-2024 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
____ 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
- 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

| |
|---------------------------------------|
| Parents |
| New Student Registration |
| Current Student Registration |
| Forms, Notices and Disclosures |
| Title I |
| Transportation |
| Credit Recovery |

Student Registration Links

[New Student Registration](#) [Current Student Registration](#)

OneView Help Files

[Returning User Instructions](#)
[Returning User Instructions \(.rtf\)](#)
[Creating an account \(New Users Only\)](#)
[Linking your children to your account](#)
[Enrolling a new Student](#)
[I forgot my parent login](#)
[I forgot my login credentials](#)
[I forgot my password](#)
[I forgot my pin](#)

- 4) Create a New 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

| | | |
|-----------------------|---|----------------------------|
| FORM ACTIONS | | |
| PRINT | SAVE & SUBMIT TO DISTRICT | CLEAR FORM |

- 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

2023-2024 SCHOOL CALENDAR

| | |
|---|---|
| New Teacher Orientation | August 10 & 11, 2023 (THURSDAY & FRIDAY) |
| Teacher Work Day – Classroom Preparation | August 14 (MONDAY) |
| Convocation/Teacher Professional Development | August 15 & 16 (TUESDAY & WEDNESDAY) |
| First Day for Students | August 17 (THURSDAY) |
| Labor Day | September 4 (NO SCHOOL) |
| Teacher Data Day – Professional Development | September 22 (NO SCHOOL FOR STUDENTS) |
| County Professional Development Day | September 25 (NO SCHOOL FOR STUDENTS) |
| Fairfield County Fair | October 9 – 13 (NO SCHOOL) |
| End of 1 st Nine Weeks – Two Hour Late Arrival | October 27 (FRIDAY) |
| Comp. Day for Parent Teacher Conferences | November 22 (NO SCHOOL) |
| Thanksgiving Break | November 23 & 24 (NO SCHOOL) |
| Last Day Before Christmas – Two Hour Early Dismissal | December 19 (TUESDAY) |
| Christmas Break | December 20 - January 2, 2024 (NO SCHOOL) |
| School Resumes | January 3, 2024 (WEDNESDAY) |
| Martin Luther King Day | January 15 (NO SCHOOL) |
| End of 2 nd Nine Weeks – Two Hour Late Arrival | January 19 (FRIDAY) |
| Presidents Day | February 19 (NO SCHOOL) |
| End of 3 rd Nine Weeks – Two Hour Late Arrival | March 22 (FRIDAY) |
| Spring Break | March 29 – April 1 (NO SCHOOL) |
| Professional Development for Staff | April 2 (NO SCHOOL FOR STUDENTS) |
| Last Day for Students – Two Hour Early Dismissal | May 23 (THURSDAY) |
| Teacher Work Day – Records | May 24 (FRIDAY) |
| Graduation Exercises | May 26 (SUNDAY) |

GRADING PERIODS

9 Week Grading Periods - All Buildings

| | | |
|----|-------------------|----------------|
| 1. | Aug. 17 - Oct. 27 | 44 Days |
| 2. | Oct. 30 - Jan. 19 | 46 Days |
| 3. | Jan. 22 - Mar. 22 | 44 Days |
| 4. | Mar. 25 - May 23 | <u>41 Days</u> |
| | | 175 Days |

STUDENT SUMMARY

Grades K-12

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

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

- 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 15, February 19, April 1, and May 24.
- The District may also utilize remote learning to make up missed hours of instruction.
- 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 16, November 20, March 12 and March 14 |
| Fairfield Union High School and Rushville Middle School | November 14, November 20, March 12 and March 14 |
- Open House and Orientation – Times to be determined:

| | |
|---|-----------------|
| Bremen and Pleasantville Elementary Schools | August 15, 2023 |
| Fairfield Union High School and Rushville Middle School | August 14, 2023 |

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

| Name of Student | Building and Grade |
|-----------------|--------------------|
| | |
| | |
| | |
| | |

Residing at:

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 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.)

_____ Parent/Guardian Initials of Understanding

- 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.
- (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.)
- Further, I understand, as constituted by Ohio school attendance laws, if I move out of the district at any time after enrollment, I am obligated to withdraw my child(ren) from Fairfield Union Schools. 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.
- 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 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 _____

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 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.)

____ Parent/Guardian Initials of Understanding

- 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.
- (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.)
- Further, I understand, as constituted by Ohio school attendance laws, if I move out of the district at any time after enrollment, I am obligated to withdraw my child(ren) from Fairfield Union Schools. 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.
- 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

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? _____ | |
| 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. | | 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? _____ _____ | |
| Prior Education Responses about your child's birth country and previous education gives 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. | | 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 | |
| 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>



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Fairfield Union 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

Date

Printed name of validating school employee

Page 10 – to be filed in Student's Permanent Record (if applicable)