

### INITIAL ADMISSION OF STUDENTS

A student, at the time of his/her initial entry into the School District, shall present or have presented on his/her behalf by his/her parent(s), to the person in charge of admission:

1. A certified copy of an order or decree, or modification of such an order or decree allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of that child if such an order or decree has been issued;
2. A copy of his/her certificate of birth issued pursuant to O.R.C. Chapter 3705, or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation, and copies of those records pertaining to him/her maintained by the school that he/she most recently attended.
3. A copy of necessary school records for proper placement;
4. Home telephone number;
5. Work telephone number of parent/guardian;
6. Home address; and
7. Emergency telephone numbers.

Any of the following shall be accepted in lieu of such certificate or certification by the person in charge of admission:

1. A passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. An attested transcript of the certificate of birth;
3. An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. An attested transcript of a hospital record showing the date and place of birth of the child; or
5. Birth affidavit.

Within twenty-four (24) hours of the student's entry into school, the principal or designee shall request the student's official records from the school he/she most recently attended. **Pursuant to O.R.C. §3301.60, if the student is a child or a military family who has transferred from another state (the "sending state") and official education records are not available, the District shall enroll**

**and appropriately place the student based on information in the unofficial education records provided by the student's prior school district, pending validation by the student's official records, as quickly as possible.**

If the sending school, upon contact, indicates that it has no record of the student or after fourteen (14) days no records are received, or if the student does not present a birth certificate or other document, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of that fact and of the possibility that the student may be a missing child as this term is defined in O.R.C. §2901.30.

If, at the time of a pupil's initial entry into the School District, the pupil is under the care of a shelter for victims of domestic violence as defined in O.R.C. §3113.33, the pupil or his/her parent shall notify the building principal of this fact, and the principal or designee shall so inform the school from which the pupil's records are requested.

In cases where a question exists relative to grade placement of the entering pupil, the decision will be made by the building principal based upon available data, which may include psychological evaluations, achievement test results, previous academic records, and parent conferences.

LEGAL REFS: O.R.C. §§3301.60, 3313.672

Adopted: 10/17/2011