

# Crestview Local School District

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March, 2021

## **RE: Open Enrollment Application Packet for 2021-2022 school year**

Open Enrollment Application Packets will be available around mid March 2021 in the Crestview Board of Education Office and each school building office.

Application packets will also be available online during the enrollment period. Applications may be submitted beginning **April 1, 2021 through May 1, 2021**, weekdays only.

Due to the COVID-19 crisis, please call 24 hours ahead for an appointment to drop off your application(s). All applications must be submitted in person by a parent or guardian of the child. Please note: Spring break is scheduled March 29 - April 2, 2021. If you are wanting to deliver an application on April 1 or 2, please call ahead at 419-859-1700, extension 17000 to be sure personnel will be in the Crestview Board of Education office to accept your application.

Applications will be considered in the order in which they are received as to date and time. Applications must be filed annually and approval for one (1) year does not guarantee approval for future enrollment. Limitation of numbers will be based upon first serving native students and preference given to previously enrolled transfer students over enrollment of first time applicants per our open enrollment guidelines. Residents/native students will not be displaced.

Students participating in athletics are subject to the eligibility rules established the Ohio High School Athletic Association and the policies established by the Crestview Local School District Board of Education. Athletic eligibility applies to all students in grades seven (7) through twelve (12).

Transportation is the responsibility of the parent/guardian of the student once open enrollment is approved.

Deadline for returning open enrollment applications is no later than **May 1, 2021, (if deadline date falls on a weekend day then the due date is the first week day prior to May 1 at 3:00 p.m.).** Applications will not be accepted after this date.

You must provide the following documents before your application will be accepted:

- Child's Original Birth Certificate
- Child's Immunization Records
- Most recent grade card (grades K-8) or Transcript (grades 9-12)
- Two Proofs of Residency from the Acceptable Proofs of Residency list
- Custody/Court Documentation, if applicable
- Most recent IEP/ETR, if applicable
- Photo ID of Parent/Guardian

Sincerely,

*Randy Dunlap*

Randy Dunlap  
Superintendent

**\*\*Please see page 2 for Acceptable Proofs of Residency**

**Excellence in Education**

Randy Dunlap—Superintendent  
Beth Lykins—Treasurer



1575 State Route 96 / Ashland, Ohio 44805

Administrative Offices—Ext. 17000 PH. 419-895-1700  
Treasurer's Office—Ext. 17005 FAX 419-895-1733

## Acceptable Proofs of Residency

## BOTH POR # 1 AND POR # 2 ARE REQUIRED

<u>Acceptable POR # 1 required, per your residency status listed below:</u>	<u>POR # 2 may be one document from the list below:</u>
<p>If you are a <b>HOMEOWNER</b>, you need <b>ONE</b> of the following:</p> <ul style="list-style-type: none"><li>• Mortgage Statement</li><li>• Property Tax Bill</li><li>• Homeowner's Insurance Statement</li><li>• Purchase Agreement with Mortgage Statement to be submitted after closing on sale of home</li></ul>	<ul style="list-style-type: none"><li>• Must be in the name of the residential/custodial parent or legal guardian</li><li>• Must show matching mailing and service address of the residential/custodial parent or legal guardian</li><li>• Must include the date and be current within 30 days</li></ul> <p><b>Utility Bill:</b> Gas, Electric, Water, Sewer, Garbage, Television, Internet</p>
<p>If you are a <b>RENTER</b>, you need <b>ONE</b> of the following:</p> <ul style="list-style-type: none"><li>• Current Lease Agreement</li><li>• Renter's Insurance Statement</li></ul>	<p><b>Bank Statement</b></p> <p><b>Pay Stub</b></p> <p><b>Dept. of Jobs and Family Services Statement</b></p> <p><b>Recent Voter Registration Card</b></p>
<p>If you are a <b>RENTER</b> and cannot produce a lease, you need <b>ALL</b> of the following:</p> <ul style="list-style-type: none"><li>• Notarized Residency Affidavit completed/signed by parent/guardian</li><li>• Notarized Certification of Tenancy completed / signed by owner/landlord</li><li>• A copy of the Owner/Landlord's Mortgage Statement, Property Tax Bill, or Homeowner's Insurance Statement</li></ul>	<p><b>Dept. of Jobs and Family Services' written confirmation of custodial parent/guardian's address:</b> Must be signed and dated on their letterhead; if an email is submitted, the transmission must be identifiable as the agency's internal email account.</p> <p><b>USPS Return Receipt from certified letter sent by school district of residence to custodial parent/guardian:</b> Must include the date received and be signed by the residential/custodial parent or legal guardian. Not valid POR if signed by another individual.</p>
<p>If you <b>RESIDE WITH ANOTHER INDIVIDUAL</b> and the mortgage/lease is not in your name, you need <b>ALL</b> of the following:</p> <ul style="list-style-type: none"><li>• Notarized Residency Affidavit completed/signed by parent/guardian</li><li>• Notarized Certification of Dual Residency completed/signed by owner/lessee</li><li>• A copy of the Owner/Lessee's Mortgage Statement, Property Tax Bill, Homeowner's Insurance Statement, Lease Agreement, or Rental Insurance Statement Acceptable</li></ul>	<p><b>Local Law Enforcement Agency's written confirmation of custodial parent/guardian's current address:</b> Must be signed and dated on department letterhead; if an email is submitted, the transmission must be identifiable as the agency's internal email account.</p> <p><b>Residential School District's documented affirmation of custodial parent/guardian's current address:</b> Documentation on their school district letterhead is sufficient.</p>

**NOT ACCEPTABLE POR:** Driver's License, Cell Phone Bill, Tax Forms, Solicited Mail



**CRESTVIEW LOCAL SCHOOL DISTRICT**  
**OPEN ENROLLMENT APPLICATION** School Year: **2021-2022**

**Office Use Only**

Date/Time Stamp:

Received By:

New Student Application Date \_\_\_\_\_ Sex  Male  Female  
 Renewal Student Student's Grade in 2021-2022 \_\_\_\_\_ Ethnic Origin  
Name of Student Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Asian/Pacific Islands  
Birthdate \_\_\_\_\_ Place of Birth \_\_\_\_\_ Black/ Non-Hispanic  
American Indian/Alaska Native  
Multiracial  
Caucasian  
Parent/Guardian's Name(s) \_\_\_\_\_ Employee of CLSD  Yes  No  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Parent Email Address \_\_\_\_\_  
Student's School District of Residence \_\_\_\_\_

Did student attend Crestview Local Schools for the 2020-2021 school year?  Yes (Student # \_\_\_\_\_)  
(For Open Enrollment renewals - All school fees (2020-2021 and before) must be paid or qualify for waiver prior to submission of application)

List names of brothers and/or sisters also applying for Open Enrollment (in grades PreK-12): *Must have separate application for each child.*

	New	Renewal
Name _____	Grade in 2021-2022 _____	_____
Name _____	Grade in 2021-2022 _____	_____
Name _____	Grade in 2021-2022 _____	_____

If all children in the family applying for Open Enrollment are not accepted, will you accept partial placement?  
 Yes, I will accept placement of any of my children applying.  
 No, I will only accept placement if all of my children are placed.

Does your child receive any special education services? (Current IEP/504 must be attached for NEW applicants only.)  
 Yes  No

Check the special education class in which the student is currently enrolled

Specific Learning Disability  Severe Behavioral Handicap  Visually Handicapped  
 Developmentally Handicapped  Orthopedically Handicapped  Multi-Handicapped  
 Hearing Handicapped

Check the special education services the student is currently receiving (Check all that apply)

Specific Learning Disability Tutoring  Speech Language Hearing Therapy  
 Other Services *please list* \_\_\_\_\_

(For students entering 4<sup>th</sup> grade only) Has your child met the promotion score on an ODE approved assessment to advance to 4<sup>th</sup> grade?  Yes  No

Has this student been suspended (**10 consecutive days**) or expelled from school within the last school year or have any unresolved discipline issues?  Yes (please attach document explaining)  No

Number of days of school missed last year \_\_\_\_\_

Do you owe any fees to the previous district that would prevent Crestview Local Schools from receiving grades?  
 Yes  No



CRESTVIEW LOCAL SCHOOL DISTRICT  
OPEN ENROLLMENT APPLICATION School Year: 2021-2022

**For High School Students entering 10<sup>th</sup>-12<sup>th</sup> grade:** (*Transcript must be attached for NEW students only.*) Expected number of high school credits at the end of 2020-2021 school year \_\_\_\_\_

**All Applicants:**

Briefly describe why you want your child to attend Crestview Local Schools? (You may attach additional sheet for extra space.)

Previous Enrollment Status (Check all that apply)

<input type="checkbox"/> Previously Open Enrolled Student at CLSD	<input type="checkbox"/> Former CLSD Student/Moved out of District
<input type="checkbox"/> Sibling of Last Year Open Enrollment Student	<input type="checkbox"/> Child of District Employee
<input type="checkbox"/> Child of a previous Crestview Graduate	<input type="checkbox"/> Child Living with Grandparent in CLSD
<input type="checkbox"/> Current Tuition Student	<input type="checkbox"/> Student of a family buying or building a home in the CLSD

All Applicants: Please check "N/A" (Not Applicable) if question does not apply to this student.

1. I understand that transportation is not provided with this program and that it is my responsibility to transport my child.  Yes
2. I understand the approval of my request will be for one school year only and applications must be submitted each year during the specified times to continue in Crestview Local Schools.  Yes
3. I understand that if my child is a current student in Crestview Local Schools (renewal), all school fees must be paid in full prior to acceptance in Open Enrollment.  Yes  N/A
4. I understand that a current IEP/504 must accompany this application if my child is a NEW applicant and is receiving Special Education Services.  Yes  N/A
5. I understand that a current high school transcript must accompany this application if my child is a NEW applicant and is applying for admittance to Crestview High School, grades 10-12.  Yes  N/A
6. I understand that if my child is accepted as a NEW Open Enrollment student in grades 10-12, OHSAA eligibility rules will apply in athletics.  Yes  N/A
7. I understand that if parental Court/Custody paperwork is present for this student, copies must also be submitted.  Yes  N/A

By signing, I certify that all information contained in this application is true and complete, and I understand that the falsification of any of the above information will void this application and/or the enrollment of my child in the Crestview Local School District.

By signing, I agree that I have received, read and understand administrative regulations/procedures pertaining to open enrollment in Crestview Local Schools.

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

Date \_\_\_\_\_

**Applications must be submitted to the Crestview Local Board of Education Office,  
(1575 State Route 96, Ashland, OH 44805) during the specified time-frame (April 1-May 1).  
NO mailed, faxed or emailed applications will be accepted.**