



# Washington Park Community School

**4000 Washington Park Blvd  
Newburgh Heights, OH 44105  
|p| 216-271-6055 |f| 216-271-6099**

## ENROLLMENTS and WITHDRAWALS

Washington Park Community School recognizes the power of policies to consistently guide the actions of employees. All employees will follow the following procedures to enter and withdraw students from the school.

Washington Park permits the enrollment of students from any district in the state of Ohio in accordance with 3313.64. The residence of a minor child is generally the legal residence of child's parent or legal guardian having physical custody of the child.

Washington Park does not discriminate in the admission of students based on race, religion, color, national origin, handicap, intellectual ability. Students shall be admitted by lot if the number of students if applicants exceed the school's capacity except preference is given to students already attending the school and their siblings. If the number of applicants exceed the enrollment numbers, a lottery will be held during the April meeting of the Board of Directors. The applicants must have submitted an application prior to the cutoff date, giving preference to students in the primary and secondary tier in that order. Parents will have seven days to notify the School of acceptance, if a lottery is required.

In order to enroll in school, children must be at least five years of age by August 1. The following documentation is required:

- Birth Certificate, original must be presented and a copy made.
- Health Records including up-to-date required immunization
- Proof of Physical Custody (if appropriate)
- Current IEP (if applicable) with parent signature
- Proof of Residency including at least one of the following: voter registration card, lease agreement, mortgage statement, utility statement, bank statement, or rent receipt.

**Items must be current and must be presented once each year by October 1.** Parents must notify the school of any change to residency within a current year. It is the parent's responsibility to inform the school of changes to the original registration information. In compliance with HB. In compliance with HB21, the school will make efforts to verify residency if this is deemed to be necessary or good cause, such as, but not limited to, cases where the principal / designee believes that student's enrollment information is inaccurate due to returned mail or reasonable suspicion

Whenever a student withdraws from the school voluntarily, the principal or designee must accurately code the withdrawal indicating where the student will be pursuing education next. The codes are available from the EMIS or DASL manual. The student must be withdrawn electronically with an effective date which matches the date on the paper withdrawal form. Moreover, the student's district of residence must be notified either by mail or telephone call. If the district is notified by telephone, a log must be kept indicating with whom the information was shared in the resident district.

If a student voluntarily withdraws, the School shall ascertain the reason for withdrawal. A copy of the student's records will be mailed to the new school, at the request of the new school. Records will not be given to students or parents. Parents/Guardians must complete a release form prior to the records being forwarded to the new school.

If the principal becomes aware the child has not been enrolled in another school, the principal must notify the registrar of motor vehicles and the juvenile judge of the Cuyahoga County to inform them of the student's likely violation of the state's compulsory education law. Notice must be given within two weeks, in writing, and must include the name, address, date of birth, and the district in which the student resides. Any notice given in error shall be rescinded by the principal as soon as possible.

This is a true copy of the policy adopted on this date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date