

## COLUMBIANA EXEMPTED VILLAGE SCHOOLS

700 Columbiana-Waterford Road

Columbiana, Ohio 44408

### Open Enrollment Application Procedures 2011-2012 School Year

1. Applications must be obtained from the Superintendent's Office only by the parent/guardian between the hours of 8:30 a.m. and 3:30 p.m. Arrangements are to be made by phone prior to picking up the application packet.
2. Return application form and all supporting documentation to the Superintendent's Office according to the following schedule:

**Re-applications:** Must be received in Superintendent's Office by May 1<sup>st</sup> with written notice of the district's decision returned to the parent/guardian from Columbiana E.V. Schools by June 30<sup>th</sup>.

*NOTE: As a courtesy, re-application letters will be mailed by April 1<sup>st</sup> to all current open enrollment families. Annual re-application by the deadline is, however, the parent/guardian's responsibility. Columbiana Exempted Village Schools is not responsible for applications lost or delayed in the mailing process. Deadlines are firm.*

**New applications:** Must be received in Superintendent's Office by July 1<sup>st</sup> (application period opens January 1<sup>st</sup>) with written notice of the district's decision returned to the parent/guardian by Columbiana E.V. Schools by August 16<sup>th</sup>.

*NOTE: Columbiana Exempted Village Schools is not responsible for applications lost or delayed in the mailing process. Deadlines are firm.*

3. The following documentation will be required in support of the open enrollment application and must accompany the application form by the deadlines given above:
  - Proof of residence (must bear the parent/guardian name and street address): Copy of lease agreement, purchase agreement, mortgage deed, utility bill (excluding cell phone bill), homeowners or renters home insurance statement
  - Custody document (if it is a divided family)
  - I.E.P. and E.T.R. (if the student qualifies for special education services)
  - Immunization record (if applicant is transferring from a school outside the U.S.A.)
  - Birth certificate (kindergarten applicants only)
4. **Transportation of students accepted under open enrollment shall be the sole responsibility of their parents/guardians, either to the school building or to a bus stop within the Columbiana Exempted Village School District. The district has a strict attendance policy – leniency is not granted to open enrollment students due to transportation difficulties.**
5. Open to eligible students within the State of Ohio.
6. One application form must be completed for each student.
7. Enrollment will be on a limited basis for the 2011-2012 school year.
8. Applicants must re-apply on an annual basis.

**NOTE: A student will be immediately withdrawn back to his/her resident district if false information is provided on the open enrollment application.**