

# **Graham Elementary & Middle School**

## **Enrollment Policy**

**Amended & Approved by the GEMS Board 3/18/19**

Admission to Graham Elementary & Middle School shall be open to any individual in grades kindergarten through eight entitled to attend school in a school district in the state.

Application process to GEMS requires:

- Visit by student and a parent/guardian
- Meeting with GEMS representative and both the student and parent/guardian
- Completion and return of application

Registration at GEMS requires:

- Successful selection in the lottery or, if after the annual lottery, selection by process of moving up the wait list.

Scheduling of classes at GEMS requires:

- Completion and submission of all required forms in the annual parent packet, which may include, but may not be limited to:
  - Parent Accumulative Record
  - Emergency Card
  - Experiential release form
  - Health History
  - Immunization History
  - Birth Certificate
  - Free & Reduced Lunch form
  - School records
  - Picture I.D.
  - Proof of Residency\*
  - Other forms that may be deemed necessary by the administration

Upon admission of any student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

The School will assure that the number of students admitted does not exceed the capacity of the School's programs, classes, grade levels, or facilities. If the number of applicants exceeds the capacity restrictions of the School, students shall be admitted by lottery from all those submitting applications, except preference shall be given to students attending the School the previous year and to students who reside in the district in which the School is located. Preference may be given to siblings of students attending the School the previous year. Preference also may be given to students who are the children of full-time staff members employed by the School, provided the total number of students receiving this preference is less than five per cent of the School's total enrollment.

There will be no discrimination in the admission of students to the School on the basis of race, creed, color, disability, sex, gender preference, national origin, religion or English Language skills.

The School shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. The School shall not offer or attempt to give any monetary payment or in-kind gift to any student or student's family as an incentive for the student to enroll in the School.

The Parent or Guardian of the Student or Student (age 18 or over), shall notify the School when there is a change in the Parent/Guardian or Student's primary residence.

The School shall restrict admission to all of Ohio.

### **\*Proof of Residency Certification**

For purposes of reporting which school districts the enrolled students are residing within, the School shall require each enrolled student to submit one of the following documents to verify their home address:

- a deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
- a utility bill or receipt of utility installation issued within ninety days of enrollment;
- a paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
- the most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence; or
- any other official document issued to the parent or student that includes the address of the parent's or student's primary residence.

On a monthly basis, the School shall review student residency records of students enrolled in the School. This process shall include a monthly reminder to parents to update addresses and a random selection of students to verify primary resident addresses. The School will use the Residency Verification Affidavit Form to verify the residence and address for students enrolling in or attending the School. If a student's address has changed, the school shall request verification of the address using one of the acceptable documents as identified in ORC 3314.11(E). The School will verify the district of residence and report the appropriate district of residence using the method and timeline specified by the Ohio Department of Education.

A Student's district of residence shall be verified upon initial enrollment, and thereafter on an annual basis. Parents, guardians or independent students age 18 and over shall notify the community school in which they are enrolled when a change in the location of their primary residence occurs.

For purposes of making the determinations required under this Policy, the district in which a parent or student resides is the location the parent or student has established as the primary residence and where substantial family activity takes place.

If a district's determination differs from the School's determination, then the School shall provide the district with documentation of the student's residency and shall make a good faith effort to accurately identify the correct residence of the student.

This Policy supersedes any contrary or additional requirements imposed by the respective public-school district of residence.

*Ohio:* R.C. 3314.06; R.C. 3313.98; R.C. 3314.11; 3314.03(A)(11)(32) and (33).