

6.04 INITIAL ADMISSION OF STUDENTS

RECORDS REQUIRED TO ENROLL IN FRANKLIN LOCAL SCHOOLS

Parent(s) or guardian(s) must provide the following information to the school secretary even if the previous school has it on file. Parent(s) and guardian(s) must comply with the Board of Education policy, Ohio Revised Code, and the Federal Missing Children's Act. The parent(s) or guardian(s) must provide the following required records:

Birth Certificate

O.R.C. §3313.672 requires a certified birth certificate be provided to the school within 14 days of entry. If not received by the 14th day of school, O.R.C. §3313.672 requires school officials to immediately report to local law enforcement the child without proper documentation as a possible missing child. O.R.C. §3313.672 also states that the following will be accepted in lieu of a certified birth certificate: a passport, an attested transcript of the birth certificate, an attested transcript of the baptism or similar record, an attested transcript of a hospital record or birth affidavit. This does not include, however, the momento record of birth.

Social Security

The school district would like the custodial parent or guardian to provide a social security card for the school to copy.

Proof of Residency

A rent receipt, utility bill, deed, etc., with name of custodial parent(s) and correct address.

Custody Papers

Whenever a child custody order or decree, including a temporary order of child custody, is issued resulting from an action of divorce, alimony, annulment, or dissolution of marriage, and the order or decree pertains to a child who is a pupil in the Franklin Local Schools, the custodial/residential parent of the child shall notify the school of those custody arrangements by providing the building principal or designee with a certified copy of the custody order or decree. Whenever there is a modification of any child custody order or decree that has been submitted to a school, the custodial/residential parent shall provide the building principal or designee with a certified copy of the order or decree that makes the modification.

Grandparent Power of Attorney or Caretaker Authorization Affidavit

Whenever a power of attorney or caretaker authorization affidavit has been executed pertaining to a child who is a pupil in the Franklin Local Schools pursuant to O.R.C. §§3109.51 to 3109.80, the grandparent shall provide the building principal or designee a copy of the power of attorney or caretaker authorization affidavit.

Health Records

O.R.C. §3313.671 requires health records be provided to the school within 14 days of entry. If not provided by the 14th day, the student will not be permitted to attend school until the health records are provided.

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. 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 Franklin Local Schools, 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.