

Mathews Local Schools

Open Enrollment Application Procedures for 2022-2023 School Year

You must schedule an appointment to return your completed application by calling the building secretaries. Please see phone numbers for building below.

RULES AND REGULATIONS:

- You must complete a separate application for each student you wish to enroll.
- You will not be able to fill out an application on site if you chose to pick them up.
- A completed application should be returned to the Board of Education Office. Custodial parents/guardians must return the application.
- **DO NOT MAIL APPLICATIONS. Mailed applications will not be considered.**
- Students **must** be currently enrolled in their residential school district.
- Open enrollment in the Mathews School District is open to students who reside within the state of Ohio.
- Enrollment will be on a limited basis for the 2022-2023 school year.
- **You will be notified of acceptance or denial by mail.**
- Once acceptance has been determined, you will be required to complete the district's enrollment process. You will be required to have your home district complete a verification form showing that your child is registered as a student in your home district.
- **Transportation of students accepted under open enrollment shall be the sole responsibility of their parents/guardians.** No transportation will be provided by the Mathews Local School District.
- **Attendance and behavior problems can result in termination of open enrollment at any time during the school year.**
- If your child wishes to participate in athletics, please review the following Ohio High School Athletic Association Guidelines:
 - Incoming 7th, 8th and 9th Graders: Must have received passing grades in the immediately preceding grading period in a minimum of five (5) subjects which enrolled.
 - Incoming 10th and 11th Graders: Ineligible for the last 50% of the season in the sporting event which the student participated during the 12-month period immediately preceding the transfer to the Mathews Local Schools.

COMPLETED APPLICATION INCLUDES THE FOLLOWING:

- Immunization records
- Birth certificate
- Social Security card
- Last report card (if high school student, transcripts must also be included)
- (2) Proofs of residency (must be within past 30 days)
- Proof of identity for custodial parent or guardian (bring your actual photo ID and a copy of the ID)
- Copy of IEP, ETR, 504 (if applicable)
- Custody papers (if applicable) to include: first page, custody award seal and last page showing court docket stamp

Each application must have its own set of copies listed above. Copies will not be made in the Board of Education Office. **Incomplete applications will not be considered.**

Currie Elementary: Jeanne Geilhard 330-637-3500 ext. 1002

Baker Elementary: Julie Stewart 330-637-3500 ext. 2002

Mathews High/Jr: Chris Protiva 330-637-3500 ext. 3002

Student name is to be listed exactly as it is on the birth certificate.
No Nicknames

MATHEWS LOCAL SCHOOLS
Open Enrollment Application
2022-2023 School Year

Return Completed Form
Immediately

NAME _____ Male () Female ()
(Last) (First) (Middle) Social Security No. _____

MAILING ADDRESS _____ PHONE _____
(Number) (Street) Unlisted? Yes ___ No ___
(City) (State) (Zip)

BIRTHDATE ____/____/____ BIRTHPLACE _____
Mo. Day Year (City) (County) (State)

PARENT/GUARDIAN

Name _____ Address _____ Phone _____

Present school district of residence: _____

School building attended last year: _____ Grade level of student for upcoming school year: _____

Is student enrolled in any special education or tutorial programs? _____ If yes, explain: _____

Has the student ever been suspended or expelled from school? _____ If yes, explain: _____

How many days has the student been absent during the past five academic years? _____ If excessive (15), please explain: _____

NOTE: Transportation will be at the expense of the parent/guardian.
Any falsification of application information will be reason for immediate removal from attendance in the Mathews School District.

APPLICATION NOTIFICATION

Each potential open-enrollment student and parent will be interviewed by the building administrator with a recommendation to the superintendent. Notification will be made by letter as early as possible in June.

Interviewed by _____ Date _____

RESIDENT DISTRICT RESPONSIBILITY

Each student must be enrolled in their district of residence. This will reserve a position at your home school in the event the open enrollment is not approved. This will also give the administration a record of your child's home district.



For office use only: Received by _____ Date _____ Time _____

Approved _____ Rejected _____ Signature of Official _____

Reason(s) _____

Mathews Local School District
IRN #050153
Open Enrollment District of Residence Notification Form

Verification of student registration in public school district of residence:
Open enrollment approval for the 2022-2023 school year

Open Enrollment Start Date: _____

Parent/Guardian:

To be considered for open enrollment in the Mathews Local School District, your child must be registered in their home school district (district in which you reside).

Please have your home district's building principal sign and date this verification of registration form.

Return this completed form, along with your registration packet.

Student Name: _____

Parent/Guardian: _____

Address: _____

School District of Residence: _____

.....

TO BE COMPLETED BY HOME SCHOOL DISTRICTS BUILDING PRINCIPAL

I verify that the above named student has been registered and lives in the
_____ **School District.**

Date completed: _____

Building Principal: _____

Signature: _____

Telephone Number: _____

APPLICATION FOR OPEN ENROLLMENT WILL NOT BE APPROVED UNLESS THIS FORM IS COMPLETED AND SUBMITTED TO THE MATHEWS BOARD OF EDUCATION OFFICE NO LATER THAN 10 DAYS AFTER THE OPEN ENROLLMENT START DATE.