Sheffield-Sheffield Lake City Schools

Open Enrollment Form Instructions

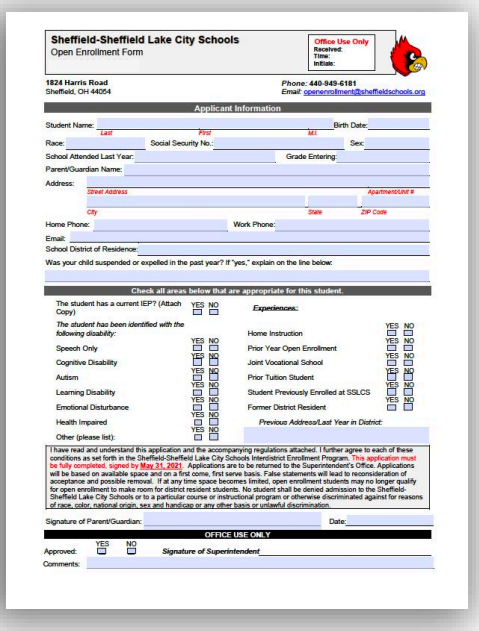
NEW

1824 Harris Road
Sheffield, OH 44054

Phone: **440-949-6181**
Email: openenrollment@sheffieldschools.org

INSTRUCTIONS

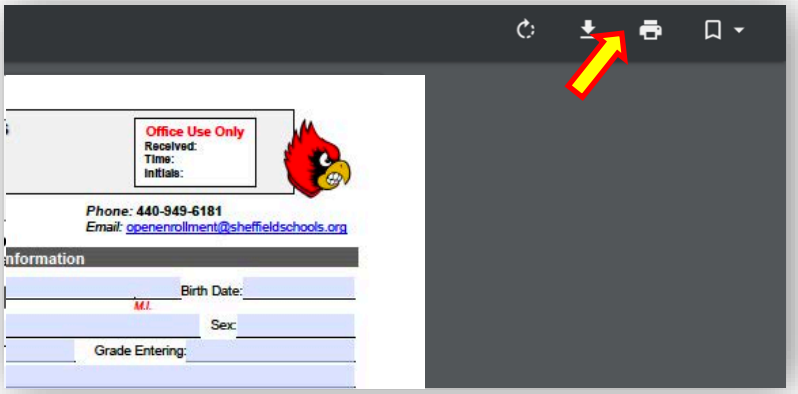
1. On the Sheffield-Sheffield Lake City Schools Open Enrollment website page, click on the image of the open enrollment application (image of application shown to the right).


Sheffield-Sheffield Lake City Schools
Open Enrollment Form
Office Use Only
Received:
Time:
Initials:
1824 Harris Road
Sheffield, OH 44054
Phone: 440-949-6181
Email: openenrollment@sheffieldschools.org
Applicant Information
Student Name: Last First M.I. Birth Date:
Race: Social Security No.: Sex:
School Attended Last Year: Grade Entering:
Parent/Guardian Name:
Address: Street Address Apartment/Unit #
City State ZIP Code
Home Phone: Work Phone:
Email:
School District of Residence:
Was your child suspended or expelled in the past year? If "yes," explain on the line below:
Check all areas below that are appropriate for this student.
The student has a current IEP? (Attach Copy) YES NO
The student has been identified with the following disability: YES NO
Speech Only
Cognitive Disability
Autism
Learning Disability
Emotional Disturbance
Health Impaired
Other (please list):
Experiences: YES NO
Home Instruction
Prior Year Open Enrollment
Joint Vocational School
Prior Tuition Student
Student Previously Enrolled at SSLCS
Former District Resident
Previous Address/Last Year in District:
I have read and understand this application and the accompanying regulations attached. I further agree to each of these conditions as set forth in the Sheffield-Sheffield Lake City Schools Interdistrict Enrollment Program. This application must be fully completed, signed by May 31, 2021. Applications are to be returned to the Superintendent's Office. Applications will be based on available space and on a first come, first serve basis. False statements will lead to reconsideration of acceptance and possible removal. If at any time space becomes limited, open enrollment students may no longer qualify for open enrollment to make room for district resident students. No student shall be denied admission to the Sheffield-Sheffield Lake City Schools or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and handicap or any other basis or unlawful discrimination.
Signature of Parent/Guardian: Date:
OFFICE USE ONLY
Approved: YES NO Signature of Superintendent
Comments:

2. A fillable PDF version of the application will open in a new window. To fill out the application, click into the field that needs to be filled and start typing. As long as you stay on the page and do not close the window, the typed information will remain. If you close the window and click on the application image again, a new blank application will appear and all previously typed information will be lost.

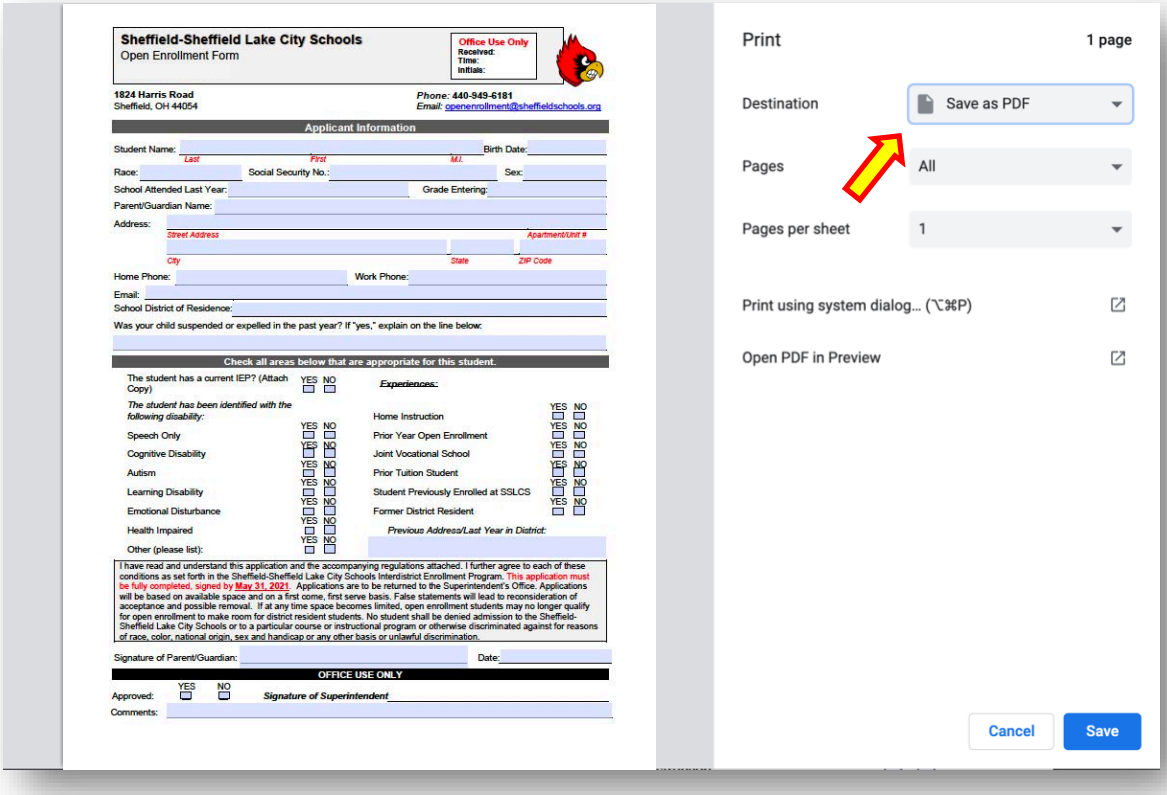
3. Be sure to provide information for all of the requested fields and check the appropriate boxes for the bottom half of the application.

4. When the application form has been completed, the parent/guardian should type his/her name in the box provided and type the appropriate signature date.



5. Now that the entire application has been completed, it is necessary to save the completed form as a PDF on your computer. Click on the printer icon in the upper-right corner of the online PDF window to start the saving process (image to the left).

6. A new window will appear with the image of the form and printing options. ***YOU DO NOT WANT TO PRINT IF YOU ARE SENDING THE APPLICATION VIA EMAIL.*** If you are printing the document to take to the district office, choose your printer and begin printing. If you are emailing the saved pdf to the district office, change the "Destination" to say "Save as PDF" as shown below.



7. Leave the rest of the fields as they are and click on "Save." A window will appear to save the PDF file you just completed to your computer. Choose a location for the file and click "Save." Your application is now ready to be added to an email.

