

Required Documentation/Information for enrollment at Carrollton Exempted Village Schools

****PLEASE CALL OR TEXT 330.771.1024 TO SETUP AN APPOINTMENT****

1. Birth Certificate

- Original Birth Certificate (NO copies allowed)

2. Photo ID/State ID for Custodial Parent

3. Divorce/Custody Documentation (if applicable) MUST be court signed and date/time stamped

- Final Divorce Decree which may include Shared Parenting Plan, naming specific parent as residential parent for school placement
- Grandparent Power Of Attorney
- Temporary Custody Order naming specific guardian
- Military Power of Attorney

4. Immunization Records – Required by the State of Ohio

5. Medical Records – Records of chronic medical conditions (if applicable)

6. Current IEP/MFE or 504 Plan (if applicable)

7. Verification of Residence – One (1) Proof of Residency is Required *

If your mortgage statement or utility bills are process thru online payment, it's your responsibility to obtain current statements, as required.

Choose One proof from list below:

- Current rental/lease agreement with custodial parents name; OR if month to month lease, bring current verification from landlord including landlord's contact information
- Current Mortgage statement with custodian's parent name listed OR
- Purchase/Contract agreement to buy property (if you will close on the sale of the property within 90 days of enrollment)
- Official confirmation from the US Postal service of your change of address mailed to you at your new address
- Current (within 30 days) Water bill, or direct billing agreement
- Current (within 30 days) Gas bill, showing service address in Carrollton District
- Current (within 30 days) Electric bill
- Current (within 30 days) Landline phone bill
- Current (within 30 days) Cable, or internet bill
- Current (within 30 days) Government mailing (i.e. child support, govt assistance)

8. Transcript/Grade cards

9. Request for Records

10. Student Data Registration Form

11. Emergency Medical Form

12. Get parent email address from new students

13. If kindergarten student...find out which preschool they come from

Carrollton Exempted Village School District Registration Form

Information supplied on this form is required under provisions of Ohio Law and the Ohio Department of Education. It is in no way an effort to trespass upon the personal affairs of parents. Your cooperation in completing this form is appreciated.

PLEASE PRINT- PARENT/GUARDIAN SHOULD COMPLETE ALL INFORMATION

1. STUDENT DATA

Student Name (LEGAL NAME AS IT APPEARS ON BIRTH CERTIFICATE):

_____ Last Suffix (Jr., III, etc) _____
First Middle Last

Grade student will be entering _____ Has student previously attended Carrollton Schools? Yes _____ No _____

Gender: Male _____ Female _____

Primary contact numbers.

Home Phone _____ Cell phone _____

Street Address _____ P.O. Box _____

City _____ Zip _____ County of Residence _____

STUDENTS BIRTH DATA

Date of birth: _____ Mother's Maiden Name _____

Birth City _____ If child was born outside U.S., list country _____

Language spoken at home: *English* _____ *Other:* _____
(Specify Language)

2. RACIAL/ETHNIC DATA

PLEASE ANSWER BOTH A AND B

A. IS THE STUDENT HISPANIC/LATINO?

(Hispanic/Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes _____ No _____ **Go to part B**

B. IS THE STUDENT: (check all that apply)

- _____ White
- _____ Black or African American
- _____ American Indian or Alaska Native
- _____ Native Hawaiian or Pacific Islander
- _____ Asian

(If left blank, ethnicity will be determined by observer identification)

3. PREVIOUS SCHOOL INFORMATION

A. Does your child have an IEP or 504 plan or has he/she received special education services in the past?

Yes _____ No _____ Explain _____

B. Has your child been identified as gifted?

Yes _____ No _____

C. Is student under expulsion from previous school?

Yes _____ No _____

PLEASE COMPLETE THE REVERSE SIDE



4. FAMILY & CUSTODIAL DATA

Status of Biological Parents: ___ Parents Married ___ Parents Never Married ___ Parents Separated ___ Parents Divorced

Who has legal custody of this student? _____

If a divorce/guardianship situation exists, we must have a CERTIFIED FULL copy of the order. This is per State of Ohio Law. (ORC 3313.672) and the Missing Children's ACT

Student lives with: ___ Mother & Father ___ Mother only ___ Mother/Stepfather ___ Father only ___ Father/Stepmother
___ Foster Parent ___ Court appointed Guardian/Grandparent ___ Other; Explain _____

5. PARENT INFORMATION (Biological/Adoptive parents)

Father's Name _____

Stepmother's Name (if applicable) _____

___ Address same as student *or*

Address: _____ PO Box _____

City _____ State _____ Zip _____ County of residence _____

Primary phone number: _____

Mother's Name _____

Stepfather's Name (if applicable) _____

___ Address same as student *or*

Address: _____ PO Box _____

City _____ State _____ Zip _____ County of residence _____

Primary phone number: _____

****Is the Parent(s)/Guardian(s) currently serving Active Duty in the military (Army, Navy, Air Force, Marines, Coast Guard, National Guard):** Yes No

6. SIBLING INFORMATION

Name _____ Age _____ Grade _____; Name _____ Age _____ Grade _____

Name _____ Age _____ Grade _____; Name _____ Age _____ Grade _____

Name _____ Age _____ Grade _____; Name _____ Age _____ Grade _____

7. PARENT/GUARDIAN SIGNATURE

I, the undersigned, state that I am the parent or legal guardian of the above named student and that the registration information provided is true and correct.

Parent/Legal Guardian _____ Date _____

**CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT
252 3RD STREET N.E., CARROLLTON, OHIO 44615-1236**

REQUEST FOR RECORDS

The Family Educational Rights and Privacy Acts of 1974 and recent amendments state that in order to release school records, there must be written consent of the parent, legal guardian, or student that is 18 or older. This request must specify the records to be released, the reasons for such a release, and to whom the records are to be released. A copy of the records to be released must be made available to the parents, legal guardian, or student that is 18 or older, if desired.

Date of Request: _____

I have read the above and authorize: _____
(Previous School)

(Previous School address/PO Box) (City) (State) (Zip)

School phone number: _____ School Fax number: _____

To release records regarding:

(Student's Name) (Date of Birth) (Current Grade)

(Current Address/PO Box) (City) (State) (Zip)

Signature of Parent or Legal Guardian for student under 18 Or _____
Signature of a Student 18 or older

Please Scan to: Carisa.jones@carrolltontonschools.org Or Fax to the checked building below:

Carrollton High/Middle School 330.627.8103 Carrollton Elementary 330.627.8433

Special Services Center 330.627.8428

If you have any questions, please call Carisa Jones @ 330.771.1024

***** Enrolled on: _____

***** Office Use Only *****

Please include the following records:

- _____ Academic Grades/Transcripts/Grade Cards w/9 week –exam
- _____ Withdrawal Grades
- _____ IEP, ETR, MFE, 504Plan (if applicable)
- _____ Home Language Survey
- _____ SSID
- _____ Testing Data (EOC/OST, ELA, ACT, OELPA/NEXT GEN, KRA)
- _____ Health/Immunization Records
- _____ Attendance
- _____ School Profile, Including grading scale
- _____ Jr High Grades showing Fine Arts
- _____ TGRG (on track/off track)
- _____ Gifted Verification forms

This document is to be filed in the student's cumulative record

Appendix A: Language Usage Survey

Parents and Guardians: Please only complete this page of the survey. The back of this form will be completed by the school. A completed language usage survey is required for all students upon enrollment in Ohio schools. This information will tell school staff if they need to check your child's proficiency in English. Answers to these questions ensure your child receives the education services to succeed in school. The information is not used to identify immigration status.

Student Name: <i>(First Name and Last Name)</i> _____	Student Date of Birth: <i>(mm/dd/yyyy)</i> _____
<p>Communication Preferences Indicate your language preference so we can provide an interpreter or translated documents at no cost when you need them. All parents have the right to information about their child's education in a language they understand.</p>	<p>1. In what language(s) would your family prefer to communicate with the school? _____</p>
<p>Language Background Information about your child's language background helps us identify students who qualify for support to develop the language skills necessary for success in school. Testing may be necessary to determine if language supports are needed.</p>	<p>2. What language did your child learn first? _____</p> <p>3. What language does your child use the most at home? _____</p> <p>4. What languages are used in your home? _____</p>
<p>Prior Education Responses about your child's birth country and previous education give us information about the knowledge and skills your child is bringing to school and may enable the school to receive additional funding to support your child.</p>	<p>5. In what country was your child born? _____</p> <p>6. Has your child ever received formal education outside of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many years/months? _____ If yes, what was the language of instruction? _____</p> <p>7. Has your child attended school in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when did your child first attend a school in the United States? _____ / _____ / _____ Month Day Year</p>
<p>Additional Information Please share additional information to help us understand your child's language experiences and educational background.</p>	
<p>Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____</p> <p>Parent/Guardian Signature: _____ Today's Date: <i>(mm/dd/yyyy)</i> _____</p>	

Thank you for providing the information above. Contact your school or district office if you have questions about this form or about services available at your child's school. Translated information about schools' civil rights obligations to English learner students and limited English proficient parents can be found here: <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>



(Appendix A, continued)

COMPLETED BY SCHOOL EMPLOYEE

1. **Check.** Confirm the following statements related to the administration of Ohio's language usage survey:

- The district or school presented the language usage survey, to the extent practicable, in a language and form that the parent or guardian understood.
- The district or school informed the parent(s) or guardian(s) of the form's purpose. The language usage survey only is used to understand students' linguistic experiences and educational background.
- The district or school reports information from the language usage survey in the appropriate Educational Management Information System (EMIS) records.
- For students enrolling from other U.S. schools and districts, school officials request previous language survey data and refer to the information when identifying English learners.
- Results of the language usage survey are kept with the student's cumulative records and follow the student if he/she transfers to another district or school.

2. **Note.** Record additional information to assist the review of the language usage survey.

3. **Record.** Indicate responses from the language usage survey in the table below. Refer to the [Language Usage Survey Annotations](#) on page 2 for item-specific guidance.

<p>Student's native language See Language Usage Survey Question 2. Report for <u>all</u> students in EMIS.</p>	<p>_____</p>
<p>Student's home language See Language Usage Survey Question 3. Report <u>only</u> for English learners in EMIS.</p>	<p>_____</p>
<p>Potential English learner See Language Usage Survey Questions 2-4.</p>	<p><input type="checkbox"/> Yes. Assess the student's English proficiency. <input type="checkbox"/> No. Do not assess the student's English proficiency.</p>
<p>Immigrant student status See Language Usage Survey Questions 5-7. Report for <u>all</u> students in EMIS.</p>	<p><input type="checkbox"/> Yes, the student is an immigrant child. <input type="checkbox"/> No, the student is not an immigrant child.</p>

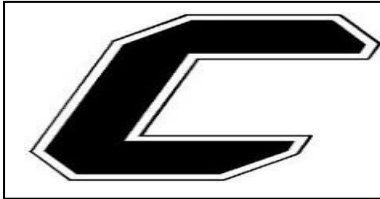
4. **Validate.** Complete the information below.

Signature of validating school employee

Date (mm/dd/yyyy)

Printed name of validating school employee

Name of school or school district



Carrollton Exempted Village School District
2019-20 Student Housing Form
252 3rd Street NE
Carrollton, Ohio 44615

Student Housing Form (Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act).

STUDENT NAME: _____
FIRST MIDDLE LAST

ADDRESS: _____

CITY: _____ ZIP: _____ is this address Temporary or Permanent? (Circle One)

GRADE: _____ BIRTH DATE: ____/____/____ AGE: _____
MONTH DAY YEAR

OTHER CHILDREN LIVING IN THE HOME:

Name: _____ School: _____

Name: _____ School: _____

Name: _____ School: _____

Please choose which of the following situations the student currently resides in (you can choose more than one):

- _____ House or apartment with parent/guardian
- _____ Motel, car, or campsite
- _____ Shelter or other temporary housing
- _____ With friends or family members (other than or in addition to parent/guardian)

If you are living in shared housing, please check all of the following reasons that apply:

- _____ Loss of housing
- _____ Economic situation
- _____ Temporarily waiting for house or apartment
- _____ Living with boyfriend/girlfriend
- _____ Loss of employment
- _____ Parent/Guardian is deployed
- _____ Other (please explain) _____

Are you a student under the age 18 and living apart from your parents or guardians? Yes No

Housing and Educational Rights

Students without fixed, regular, and adequate nighttime residences have the following rights:

- Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- Transportation to the school of origin for the regular school day;
- Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that is offered to other students'

Any questions about these rights can be directed to the local McKinney-Vento liaison at 330.627.8468

By signing below, I acknowledge that I have received and understand the above rights.

Signature of Parent/Guardian/Unattached Youth Date

Signature of McKinney-Vento Liaison Date