

## BOWLING GREEN CITY SCHOOL DISTRICT ADMISSION PROCEDURES

Students are enrolled in the Bowling Green School District under strict guidelines established by Ohio Law-Ohio Revised Code—especially the Missing Children Act. Please understand the necessity of the statutory requirements listed below:

*Parent* means either parent unless the parents are separated or divorced, in which case *parent* means the parent/guardian with legal custody of the child. Only students who live in the school district with a *parent* as defined above may be registered for admission to the Bowling Green City School District. (See Reference #3 below.)

Students who live outside the district may be admitted, if approved, via the inter-district enrollment. The same procedures will apply.

School administrators will require proof of legal custody prior to admitting any student.

- 1) A parent/legal guardian must accompany the child and complete school forms before enrollment can take place.
- 2) Show proof of the age of the child.
  - a. birth certificate is preferred, but the following will be accepted:
    - i. a passport or attested passport transcript showing the date and the place of birth.
    - ii. an attested transcript of a birth certificate.
    - iii. an attested transcript of a baptism certificate or other religious record showing the date and place of birth.
    - iv. an attested transcript of a hospital record with the date and place of the birth.
    - v. a birth affidavit.

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If the child's parent/guardian needs to obtain a birth certificate, they may call the Wood County Health District at 419-354-1050

- 3) Show proof of custody if a divorce or separation is involved or the name of the enrolling person is different from the names on the proof of age document. This must be a court assigned custody, signed by a judge, as opposed to a letter from an attorney or notary. If the appropriate documents are not available, see #7 below.

Does the child live with:

- both natural parents: married (no custody papers required)
- natural mother: no father listed on birth certificate (no custody papers required)
- natural mother: father listed on birth certificate, never married (no custody papers required—unmarried female who gives birth to a child is the "sole residential parent and legal custodian" of the child until a court declares otherwise) [A child of unmarried parents would be entitled to attend in either mother's or father's district of residence.]
- natural father: mother & father listed on birth certificate, never married (CUSTODY PAPERS REQUIRED—unmarried female who gives birth to a child is the "sole residential parent and legal custodian" of the child until a court declares otherwise) [A child of unmarried parents would be entitled to attend in either mother's or father's district of residence.]
- both natural parents: together, not married (no custody papers required; birth certificate required)
- adoptive parents (adoption papers required)
- one natural parent and one step-parent: other natural parent deceased (no custody papers required)
- one natural parent: other parent deceased (no custody papers required)
- one natural parent and one step-parent (CUSTODY PAPERS REQUIRED)
- one natural parent: other parent living (CUSTODY PAPERS REQUIRED)
- neither natural parent (CUSTODY PAPERS REQUIRED)
- grandparents - A child in the custody of the parent, but resides with the grandparent **[and does not require special education]**, may attend school where the grandparent lives IF PRIOR to enrollment in any school year, produces a **power or attorney or caretaker authorization affidavit** that has been notarized and filed with the juvenile court or court of appropriate jurisdiction
- foster parents or legal guardian: An official court journal entry, including custody information and school district responsible for tuition [Ohio Revised Code (ORC) 2151.357]

- 4) Proof of Residency - Proof of residency is required in the form of dated:
  - a. verification from the post office of mailing address within the Bowling Green district.
  - b. sales agreement for a house, a lease or rental contract.
  - c. utility bill, or other mail indicating address.
  - d. voter registration verification. If appropriate proof of residency is not available, see #7 below.

- 5) Health Documents Required
- a. Proof of Immunizations - The parents must supply information pertaining to certain State Required immunizations and other health related information necessary for the safe participation of the child in the educational program. (A religious/philosophical waiver is available.)
  - b. Physical Examination - For entrance in the Bowling Green Schools, each child should present a report of physical (also dental for kindergarten) examination by a licensed doctor. The required Ohio School Health History form is available in all school offices. [Most children will have had an exam at the initial enrollment in school at the kindergarten level, and it will be included in the information sent by the previous district. If this exam is not available from the previous school, a physical will need to be completed as part of the entrance requirements.]
  - c. Emergency Medical Authorization Form - Parents/guardians are required to provide the school with emergency medical information to be used in case of emergency. The law requires that this information be updated each year even if there is no change in status. Students will not be permitted to attend school unless this information is provided, and the information may be taken to any school activity the student attends away from school. (A religious/ philosophical waiver is available.)
- 6) Academic and Attendance History - Information regarding Honors or special classes from the previous school are critical in placing the student into the appropriate academic program. Parents will be required to sign a release form giving permission for the previous district to send official records of the child.

Home Schooled Student Placement in School - ORC 3301-34-06: The school district or residence shall enroll or reenroll a child who has been home educated without discrimination or prejudice. The Superintendent shall determine the appropriate placement of such child in accordance with Section 3319.01 of the Revised Code. In making the placement decision, the Superintendent shall consider:

- a. The child's most recent annual academic assessment report;
  - b. Requiring the child to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for district pupils of similar age; and
  - c. Other evaluation information that may include interviews with the child and/or parent(s).]
7. **If the parent is unable to provide the information required above, the student will not be enrolled.** If extenuating circumstances exist, the Principal or Superintendent may authorize the enrollment of the student and allow the following time limits to produce the necessary documents:
- a. The parent/legal guardian may be granted **ten (10)** school days to produce the birth certificate and/or custody papers and the previous school's records. If the documents are not produced, this **ten (10)** day period expires and the **child will be withdrawn from school**. Police authorities will be notified that the child may be a missing child under Ohio law (ORC 2901.13).
  - b. If custody of the child is in the process of being transferred, the parent/legal guardian will be given an affidavit stating that a change of custody is in progress. **The duly notarized affidavit must be returned in five school days. If the affidavit is not returned, the child will be withdrawn from school.** Police authorities will be notified that the child may be a missing child under Ohio law (ORC 2901.03). After receipt of the affidavit, the parent/legal guardian will have **sixty (60) days to produce the custody papers**. If the papers are not produced, the child will be withdrawn from school. Police authorities will be notified that the child may be a missing child under Ohio law (ORC 2901.30).
  - c. **Proof of residency must be received in five (5) school days.** If proof of residency is not received, the child will be withdrawn, Police authorities will be notified that the child may be a missing child under Ohio law (ORC 2901.03).

I have read and understand the document requirements and final dates for submission. I understand my child will be withdrawn from school and legal authorities will be notified if I cannot produce these documents.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\*\*\*Administrative Office Use Only\*\*\*

IF #7-UNABLE TO PROVIDE REQUIRED DOCUMENTATION

Approved \_\_\_\_\_  
Superintendent or Administrative Offices designee

Date \_\_\_\_\_