



The following are required to complete the enrollment process.

- Completed Registration Forms
- Student's certified birth certificate or passport
- Student's social security card (or copy of submitted tax form)
- Proof of custody (if applicable)
 - *Official court documents showing custody or guardianship. If custody is in process, at the Superintendent's discretion, 60 days may be granted to finalize the official documents. We must have a letter from an attorney or the courts to show the status of the case. If not completed within 60 days, the Superintendent has the right to revoke the student's enrollment status.*
- Parent's driver's license or state ID
- Copy of Proof of Residency
 - utility bill (electric, water, gas), purchase agreement, rent receipt, lease agreement
 - If any of the above are not available, you must provide:
 - Utility bill with the person's name where you are residing
 - Proof of Residency and Landlord Rent Verification forms must be completed
 - CELL PHONE BILLS are not acceptable.

If you have any questions concerning registration requirements or documentation, please contact Ms. Amy Buddelmeyer at 937-780-2221 or amy.b@fairfieldlocal.org.



Fairfield Local Schools

11611 St. Rt. 771
Leesburg, Ohio 45135
Phone: 937-780-2221 --Fax: 937-780-6900

Student Registration Form

Student's Legal First Name _____ Legal Middle Name _____ Legal Last Name _____ Called Name _____

Mother's Maiden Name _____ Student SS# _____ Student Birth Date _____ Grade _____

Address _____ PO Box # _____ Apt. # _____ Lot # _____

City _____ State _____ Zip _____ Home Phone _____ Cell Phone _____

Gender M/F _____ Birthplace City, State _____ Native Language _____

Citizen Status of Student

US Citizen Foreign Exchange Student Non-US Citizen/Immigrant

Immigrant students are:

1. Age 3-21
2. Not born in the US
3. Have not attended one or more schools in any one or more states for more than 3 academic years.

This student has lived in the US since: _____ Has student attended Fairfield Local before? Yes No

Race/Ethnicity of Student

Is the student from Hispanic/Latino heritage: Yes No

Please choose one of the following: White Black or African American Asian
 American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander

Note: If not completed, the student will be coded on a visual basis, per government reporting regulations

Parent Information

Student is living with: **Two Parents (natural or step)**
 Mother & Father Mother & Mother Father & Father Mother & Step-Father Father & Step-Mother
One Parent (natural or step)
 Mother Legal Guardians Father Foster Parents

Status of Parents (check one): Married Divorced Widowed Separated Single/Never Married

If divorced, who has legal custody: Mother Father Shared Parenting Custody Papers on File?

Are you the natural/adoptive parent(s) of the student? Yes No Are you the guardian of the student? Yes No

Was the student placed in your home? Yes No If yes, are court papers provided? Yes No

Date of assignment: _____ County: _____ Placing Agency: _____

If foster/guardian, in which school district did the natural parents reside at the time of placement? _____

Name of Parent(s) or Guardian(s) listed above: _____

Siblings in the Fairfield Local School District:

Name: _____ Grade: _____ Name: _____ Grade: _____

Name: _____ Grade: _____ Name: _____ Grade: _____

Is this student receiving Special Education Services? Yes No Is this student receiving Gifted Education Services Yes No

If yes, does student have a current I.E.P.? Yes No If yes, does student have a current education plan? Yes No

If yes, does student have a current 504 Plan? Yes No

OFFICE USE ONLY

School _____ ID _____ New ___ Re-Enrolled ___ Bus In ___ Bus Out ___

Homeroom Teacher _____ Group ID _____ Sec _____ Emailed Staff _____

Enrolled by _____ Date Enrolled _____ Start Date _____ Input by Date _____



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Student Emergency Medical and Contact Form

STUDENT NAME _____ **GRADE** _____ **HOMEROOM** _____

PARENT/GUARDIAN Check here if child's residence

Name _____

Address _____

City/St/Zip _____

Home# _____ Cell# _____

Email _____

Employer _____ Work# _____

StepParent _____

Cell# _____ Work# _____

Student's:

Medical History _____

Medications _____

Known Allergies _____

GRANT CONSENT

I hereby give consent for the following medical care providers to be called:

Doctor _____ Ph# _____ Dentist _____ Ph# _____

Specialist _____ Ph# _____ Hospital _____ Ph# _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the above named doctor, or in the event the designated practitioner is unavailable, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical options of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained to the performance of such surgery.

Parent/Guardian Signature _____ Date _____

RESUFAL TO GRANT CONSENT

I do not give my consent for emergency medical treatment for my child. In the event of illness or injury requiring treatment, I wish the school authorities to take the following action:

Parent/Guardian Signature _____ Date _____

EMERGENCY MEDICAL AUTHORIZATION (REQUIRED PER HB639)

Purpose – To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents/guardians cannot be reached. By listing the people below, you are giving permission for them to pick up your child from school. In an emergency situation, parents/relatives would be contacted in the order listed.

Name	Home#	Cell#	Work#	Relationship to Child
1)				Mother / Father / Guardian
2)				Mother / Father / Guardian
3)				
4)				



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Residency Requirements

Residency requirements for attendance purposes at a public school system are specifically governed by Ohio Revised Code Section 3313.64. Citing that section in part:

“Parent” means either parent, unless the parents are separated or divorced or their marriage has been dissolved or annulled, in which case “parent” means the custodial parent. If the parents are separated and both do NOT live in the district, PROOF of legal custody will be required.”

CERTIFICATION OF PARENT

Please complete the appropriate section.

I am the parent of _____ and I have legal custody of said child. I reside in Fairfield Local School District. I will notify authorities of Fairfield Local School District at the time of any future change in my residence or in the legal custody status of my child. Furthermore, I understand that I will be held responsible for the payment of tuition rates as established by the Board of Education for any period of time that the residency requirements are not met.

Printed Name of Parent

Signature of Parent

Date

The above conditions are not being met. I request that my child _____ be admitted to Fairfield Local School District as an Open Enrolled student. I will fill out necessary paperwork to apply for this status.

Printed Name of Parent

Signature of Parent

Date



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Proof of Residency

I, _____, being first duly cautioned, do solemnly swear or
Parent/Guardian Name

affirm that I am the owner/renter of the residence at: _____
Street Address

_____, Ohio _____ located in the Fairfield Local School District.
City Zip Code

The following individual(s) is/are living at this address:

The above listed individual(s) have lived at this residence since the _____ day of _____, _____.

I acknowledge and understand that if the above information is not true or correct, that knowingly swearing or affirming the truth thereof constitutes criminal falsification, a violation of Ohio Revised Code 2921.13, a first degree misdemeanor, punishable by a maximum fine of \$1,000 and/or a maximum term of imprisonment of six months.

Furthermore, by signing this form, I am accepting financial responsibility for tuition for the above named student(s) should the student(s) live elsewhere.

I agree that Fairfield Local School District, if they deem necessary, have the right to investigate my residency. I agree to allow the release of rental information and also utility customer information to a representative of Fairfield Local School District.

Sworn to or affirmed and subscribed before me on this _____ day of _____, 20_____

Owner/Renter Signature

Owner/Renter Signature

Notary Public

Commission expires: _____



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Landlord Rent Verification

I, _____ duly swear and affirm that
Landlord Name

_____ has established residency in
Tenant Name

Fairfield Local School District. I do so swear that they currently reside at

_____ Ohio _____
Street Address City Zip Code

I also acknowledge that the following adults and/or children also reside at this address:

Residency for enrollment purposes, as defined by the Ohio Revised Code 3313.64, is "...where the parent resides." Factors to be considered regarding establishing residency include, but are not limited to, where the parent sleeps, where the parent eats meals, where mail is received, and where the parent is registered to vote.

I understand that by signing this document that all above statements are accurate and that false or misleading information will be considered perjury and prosecution will be sought to the fullest extent allowable under the law.

Sworn to this _____ day of _____, of 20____

Landlord Signature

Notary Public

Commission Expires: _____



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**Preschool Household
Income Form**

The Ohio Department of Education, Office of Early Learning and School Readiness requires that preschools report the income level of each student's household.

Please choose the number of persons living in your home, then circle the income amount that is closest to what your household makes in a year.

Child's Name: _____

Parent/Guardian Name: _____

Signature and Date: _____

2021 Federal Poverty Level Guidelines

# of Persons In Household					
1	12,880	17,130	17,774	19,320	25,760
2	17,240	22,929	23,791	25,860	34,480
3	21,960	29,207	30,305	32,940	43,920
4	26,500	35,245	36,570	39,750	53,000
5	31,040	41,283	42,835	46,560	62,080
6	35,580	47,321	49,100	53,370	71,160
7	40,120	53,360	55,366	60,180	80,240
8	44,660	59,398	61,631	66,990	89,320

**source: United States Department of Health and Human Services*



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**Student Military Identifier Status
2021-2022**

Districts are now required to identify students whose parents or legal guardians have been an active member of the Armed Forces or National Guard at any time during the current school year.

Please indicate below the option that best describes the student's Military Identifier Status at any point during the school year.

Please have your student return this form to their homeroom or first period teacher.

Thank you for taking the time to help us update this information.

Student Name: _____ Grade: _____

CERTIFICATION OF PARENT

Please complete the appropriate section as it pertains to one or more parent or guardian.

- Not applicable – not a military student.
- A – Active Duty
Student is a dependent of a member of the Active Duty Forces.
(Army, Navy, Air Force, Marine Corp. or Coast Guard)
- B – National Guard
Student is a dependent of a member of the National Guard (Army or Air Force)
- C – Reserves
Student is a dependent of a member of the Reserves

Printed Name of Parent

Signature of Parent

Date

- *In an effort to better support children of military dependents, The Ohio Department of Education proposes to create the Ohio Network for Military Families. The Ohio Network for Military Families will serve as an online "virtual" hub providing information and tools for families and connections to a range of student and family supports.*
- *The Ohio Department of Education will partner with the Wright-Patterson Air Force Base and the Ohio National Guard to connect with counselors, teachers, principals, superintendents and administrative office staff to inform and educate school staff on how to recognize challenges faced by military families and provide appropriate supports for Ohio's "Military kids".*
- *Districts will also now report which students come from military families so that these students' academic growth can be monitored.*



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Race and Ethnicity Form

The U.S. Department of Education (Federal Register/Vol. 72, No.202, October, 2007) requires Educational Institutions to allow parents to "self-identify" or "re-identify" the race and ethnicity of their student.

Student Name _____ Grade _____

Educational Institutions are required to report racial and ethnic data in the categories below. Please answer the following questions:

If the student from Hispanic/Latino heritage?

Note: Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.

1) Yes No

2) What race is the student? (choose one or more)

Race	Race Definitions (as defined by the Ohio Department of Education)
<input type="checkbox"/> White	Persons have origins in any of the original peoples of Europe, North Africa or the Middle East.
<input type="checkbox"/> Black or African American	Persons having origins in any of the Black racial groups of Africa.
<input type="checkbox"/> Asian	Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.
<input type="checkbox"/> American Indian or Alaskan Native	Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	Persons having origins in any of the original people of Hawaii, Guan, Samoa or other Pacific Islands.

I understand The U.S. Department of Education allows observer identification if a parent or guardian refuses to provide their child's racial/ethnic group. The observed designation will be communicated to the parent or guardian by the district prior to designation.

Signature of Parent/Guardian _____

Date _____



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Home Language Survey

Federal guidelines require that school districts identify and serve students who are limited English proficient and need English instructional services. If a language other than English is listed, we will test the student's need for English as a Second Language service.

Student Name _____	Gender (M/F) _____	Birth Date _____																
Grade _____	Current School _____	Place of Birth _____																
Address _____	City _____	State, Zip _____																
Parent/Guardian Name _____																		
<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">English</th> <th style="width: 10%; text-align: center;">Other</th> <th style="width: 20%; text-align: center;">Other Language(s)</th> </tr> </thead> <tbody> <tr> <td>1) What was the first language your child spoke?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>2) What language does your child most frequently use at home?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>3) What language is most often spoken by the adults in your home?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> </tbody> </table>				English	Other	Other Language(s)	1) What was the first language your child spoke?	<input type="checkbox"/>	<input type="checkbox"/>	_____	2) What language does your child most frequently use at home?	<input type="checkbox"/>	<input type="checkbox"/>	_____	3) What language is most often spoken by the adults in your home?	<input type="checkbox"/>	<input type="checkbox"/>	_____
	English	Other	Other Language(s)															
1) What was the first language your child spoke?	<input type="checkbox"/>	<input type="checkbox"/>	_____															
2) What language does your child most frequently use at home?	<input type="checkbox"/>	<input type="checkbox"/>	_____															
3) What language is most often spoken by the adults in your home?	<input type="checkbox"/>	<input type="checkbox"/>	_____															
<p>Can an adult family member or extended family member speak English? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>4) Can they read English? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, is there a neighbor, friend or relative who can help translate letters sent home? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name of interpreter _____ Phone Number _____</p>																		
<p>5) If English is NOT your primary language, has your child studied English? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how long? Number of years <input type="checkbox"/> Or months <input type="checkbox"/></p>																		
<p>6) How long as your child lived in the United States? _____</p> <p>7) Has your child attended any other school in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, name and location of school: _____</p> <p>8) Date that your child was first enrolled in school in the United States: _____</p>																		

Signature of Parent/Guardian _____

Date _____

For school personnel: This form should remain in the student's permanent file through graduation. If the parent checks "Yes" or specifies Other Language(s), please send a copy to the ESL Coordinator.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the "Fairfield Local Schools" receive a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office /
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Fairfield Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Fairfield Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Fairfield Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want Fairfield Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Fairfield Local School District has designated the following information as directory information:

- | | |
|---------------------------|---|
| ▪ Student's name | ▪ Participation in officially recognized activities and sports |
| ▪ Address | ▪ Weight and height of members of athletic teams |
| ▪ Telephone number | ▪ Degrees, honors and awards received |
| ▪ Email address | ▪ The most recent educational agency or institution attended |
| ▪ Photograph | ▪ Student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records with our PIN, password, etc. |
| ▪ Date and place of birth | |
| ▪ Major field of study | |
| ▪ Dates of attendance | |
| ▪ Grade level | |