

Keep for
your
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HOWLAND LOCAL SCHOOL DISTRICT

Open Enrollment Application Procedures for the 2016-2017 School Year

1. Applications **for new students** may be picked up at the front desk of the administration offices, located at 8200 South Street SE, Warren, Monday through Friday, during business hours (8:00 a.m. to 4:00 p.m.) **beginning March 01, 2016 through March 31, 2016.**
2. Applications are **not** to be completed in the administration offices when picked up.
3. The first day to **return** completed applications is **Wednesday, March 02, 2016.**
4. Completed applications must be returned, **in person**, to the front desk of the administration offices during the business hours listed above, but **no later than 4:00 p.m. on March 31, 2016. DO NOT FAX or MAIL completed applications.**
5. Late applications will not be accepted. **NO EXCEPTIONS.**
6. One application must be completed, in full, for **each** child. **Separate copies** of requested information must be attached to **each** child's application. Incomplete applications will not be considered.
7. Submission of an application for your child **does not guarantee** approval for open enrollment. Placement availability at all grade levels will vary based on Howland resident student enrollment within each grade. Enrollment will be on a limited basis for the 2016-2017 school year.
8. Applicants will receive **written notice** of the district's decision. The notice will be sent during the **first full week in June, 2016**, for all grade levels.

PLEASE NOTE: Due to the high volume of open enrollment applications received, no information on the status of an application will be given over the telephone.

9. **Approvals are for one (1) school year only.** You must re-apply for open enrollment each school year.
10. Howland accepts open enrollment applications from all school age eligible students within the State of Ohio.
11. Students who have an outstanding financial obligation to their previous school or district **will not be eligible** for open enrollment.
12. **Transportation of students accepted under open enrollment shall be the sole responsibility of their parents/guardians.** If it is determined that there is seat availability on a bus, existing bus routes may be used to assist parents. Prior permission must be granted by the Howland Local Schools Transportation Department. **This determination of availability may not be made until approximately mid-September.**

For those persons applying for open enrollment for a child who will be entering **Kindergarten**:

Your child **must**:

- **be five years old by September 30, 2016** and
- **be registered in your public school district of residence.**