

Please keep for your information and reference

HOWLAND LOCAL SCHOOL DISTRICT

Administration Offices – 8200 South St SE, Warren, OH 44484

2017-2018 Open Enrollment Application Procedures for **New** Students

- Applications **for new students** may be picked up at the front desk of the administration offices, **Monday through Friday, between the hours of 7:30 a.m. and 4:00 p.m. during the month of March, beginning March 01, 2017. The open enrollment application period will close at 4:00 p.m. on March 31, 2017.** No additional applications will be accepted after March 31. **NO EXCEPTIONS.**
- Applications are not to be completed in the administration offices at the time of pick up.
- A separate open enrollment application must be completed in full for each child. Likewise, separate copies of all required documents must be attached to each child's application. Please review the checklist included with the application carefully to be sure you have attached all necessary documents **before** you submit your application. Incomplete applications will not be considered for placement.
- Completed applications, with all required document copies attached, must be returned, **in person**, to the front desk of the administration offices between the hours of 7:30 a.m. and 4:00 p.m. during the month of March, but **no later than 4:00 p.m. on March 31, 2017. Late applications will not be accepted.**
- If you are applying for open enrollment for a child who will enter Kindergarten in 2017-2018, your child must be five years old by September 30, 2017 and must be registered in your public school district of residence.
- 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 2017-2018 school year.
- Parents will be **notified by mail** of the district's decision to approve or deny their child's application **by June 1.** Due to the high volume of open enrollment applications received, **no information on the status of an application will be given by telephone.**
- **Approvals are for one (1) school year only.** You must re-apply for open enrollment on an annual basis.
- Howland accepts open enrollment applications from all school age eligible students within the State of Ohio.
- Students who have an outstanding financial obligation to their previous school or district **will not be eligible** for open enrollment.
- Transportation of students accepted under open enrollment shall be the sole responsibility of their parent/guardian. If it is determined that there is seat availability on a bus, existing bus routes may be used to assist parents. However, prior permission must be granted by the Howland Local Schools Transportation Department. Determination of availability may not be made until approximately mid-September as resident student ridership varies year to year.