



HOWLAND LOCAL SCHOOL DISTRICT

Administration Offices – 8200 South St SE, Warren, OH 44484
(330) 856-8200

2018-2019 Open Enrollment Application Procedure for New Students

Grade 2 is closed for the 2018-2019 school year.

- ❖ Applications may be picked up at the front desk of the district administration offices, between the hours of 7:30 a.m. and 4:00 p.m. on regularly scheduled work days **beginning March 01, 2018 through March 29, 2018.**
- ❖ Applications may 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. No information may be faxed or emailed at a later date. 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 district administration offices no later than 4:00 p.m. on March 29, 2018. **Late applications will not be accepted.**
- ❖ If you are applying for open enrollment for a child who will enter Kindergarten in 2018-2019, your child must be five years old by August 01, 2018 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 2018-2019 school year.
- ❖ Parents will be notified by US mail of the district's decision to approve or deny their child's application by the first full week in June. Due to the high volume of open enrollment applications received, no information on the status of an application will be given by telephone.
- ❖ Approvals for open enrollment are for one (1) school year only. You must re-apply for open enrollment on an annual basis.
- ❖ The Howland Local School District 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 approval.
- ❖ 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.