



I. If you answered yes to the above question, complete the following:

DATE	REASON	# of Days

*I understand that **I must submit, in person**, copies of the following information by **3:00 p.m. Wednesday, March 20, 2020**, to the Board of Education Office in order for this application to be considered complete. **DO NOT MAIL.***

**Each application must have its own set of copies of the following (NO COPIES WILL BE MADE IN OUR OFFICE):**

1. Immunization records
2. Birth certificate
3. Social Security card
4. Last report card (if high school student, transcripts must also be included)
5. (2) Proofs of residency (must be within the past 30 days)
6. Proof of identity for custodial parent or guardian (bring your actual photo ID and a copy of the ID)
7. Copy of IEP & MFE (if applicable)
8. Custody papers (if applicable) to include: first page, custody award seal and last page showing court docket stamp
9. Proof of employment (only if you work in Liberty Township)

I certify that the information on this application is true, accurate and not falsified in order to circumvent the Liberty Local Schools’ Open Enrollment Application procedures. If at any time this information is determined not to be true and accurate, the student will be denied enrollment in the Liberty Local School System.

***I understand that the falsification of any of the above information will void the open enrollment application.***

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Liberty Local Schools – Received By

\_\_\_\_\_  
Date & Time

**Liberty Local School District**  
**Open Enrollment Application Procedures for the 2020-2021 School Year**

**Who:** Non-Liberty residents who wish to enroll their children in the Liberty Local School District

**Where:** Open enrollment applications may be downloaded on the district's website, [www.libertylocalschools.org](http://www.libertylocalschools.org), or picked up at the Liberty Board of Education Office, 4115 Shady Road.

**When: Phase one applications will be available through Friday, March 20, 2020.** Applications may be downloaded on the district's website or picked up, in person, at the Liberty Board of Education Office between 9:00 a.m. - 11:30 a.m. and 1:00 p.m. - 3:00 p.m.

**Completed open enrollment applications may be returned to the Liberty Board of Education Office beginning Friday, February 21, 2020 through Friday, March 20, 2020.** The applications must be dropped off at the Board of Education Office by a legal parent/guardian between 9:00 a.m. - 11:30 a.m. and 1:00 p.m. - 3:00 p.m.

**Applications will not be accepted prior to 9:00 a.m. on Friday, February 21, 2020, or between the hours of 11:30 a.m. and 1:00 p.m. or after 3:00 p.m.**

**RULES AND REGULATIONS:**

- You must complete a separate application for each student you wish to enroll.
- You will not be able to fill out an application on site if you chose to pick them up.
- A completed application should be returned to the Board of Education Office **no later than 3:00 p.m. on Friday, March 20, 2020, to be included in the phase one process.** Custodial parents/guardians **must** return the application.
- Applications are prioritized by date and time of return.
- **DO NOT MAIL APPLICATIONS. Mailed applications will not be considered.** Return all application materials in person (one application for each student).
- Students **must** be currently enrolled in their residential school district.
- Open enrollment in the Liberty School District is open to students who reside within the state of Ohio.
- Applicants must annually reapply.
- Enrollment will be on a limited basis for the 2020-2021 school year.
- **Applicants will receive written notice of the district's decision on or before Thursday, April 30, 2020.** Kindergarten letters may be mailed at a later date.

- If you are accepted, you will complete the district's enrollment process. You may also be required to have your resident district complete a form providing proof that your child has been registered as a student in your home district.
- **Transportation of students accepted under open enrollment shall be the sole responsibility of their parents/guardians.** Although, transportation may be offered for the 2020-2021 school year. Information will be announced at a later date.
- **If your child wishes to participate in athletics, please review the following Ohio High School Athletic Association Guidelines:**
  - Incoming 7<sup>th</sup> , 8<sup>th</sup> and 9<sup>th</sup> Graders: Must have received passing grades in the immediately preceding grading period in a minimum of five (5) subjects which enrolled.
  - Incoming 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Graders: Ineligible for the last 50% of the season in the sporting event which the student participated during the 12 month period immediately preceding the transfer to the Liberty Local Schools.

*Note: Cheerleading is considered a part of athletics.*

**A COMPLETED APPLICATION INCLUDES THE FOLLOWING:**

- Immunization records
- Birth certificate
- Social Security card
- Last report card (if high school student, transcripts must also be included)
- (2) Proofs of residency (must be within the past 30 days)
- Proof of identity for custodial parent or guardian (bring your actual photo ID and a copy of the ID)
- Copy of IEP & MFE (if applicable)
- Custody papers (if applicable) to include: first page, custody award seal and last page showing court docket stamp
- Proof of employment (only if you work in Liberty Township)

**Each application must have its own set of copies listed above. Copies will not be made in the Board of Education Office. Incomplete applications will not be considered.**