

# OPEN ENROLLMENT 2019/2020

## Norton City Schools

The open enrollment process is for parent/guardians who live outside of the Norton City School district boundaries who would like to apply for their children to attend Norton City Schools under our Open Enrollment Policy for grades K-12.



### SIGN-UP DAY

**WHEN:**  
Tuesday, March 5, 2019  
6:00 A.M.

**WHERE:**  
Grace Church  
(Main Entrance/West side)  
3970 S Cleve-Mass Road

### **\*\*\*IMPORTANT!\*\*\***

A parent/guardian must be in attendance in order for paperwork to be accepted.  
*\*(Residential Parent must sign paperwork if divorced)\**



### **PLEASE NOTE:**

We will **NOT** have access to a copy machine during this event. **Please make copies prior to your arrival!**

### **WHAT TO BRING:**

Copy of your child's state-issued birth certificate.  
*(Hospital-issued certificates will not be accepted.)*

Copy of your child's social security card (voluntary).

Copy of your child's shot record.

*(If your child has an upcoming doctor's appt., you must still provide immunization record to date **now!**)*

Copies of two (2) current proofs of residency.  
*(i.e., utility bill, mortgage or rental/lease statement, voter's registration card or any government-issued document showing your name and current address. Junk mail and credit card statements cannot be accepted.)*

Copy of parent/guardian's driver license.

**\*Copy of court-stamped custody papers (if any) listing residential parent.\***  
*(A copy of marriage certificate will be required if re-married.)*

Copy of current Special Education IEP/ETR/504 (if any).

**FAILURE TO DISCLOSE OR FALSIFICATION OF INFORMATION WILL RESULT IN DENIAL/REMOVAL OF OPEN ENROLLMENT PRIVILEGES.**

**PLEASE BRING A PEN!**

### **WHAT TO EXPECT ON OPEN ENROLLMENT DAY:**

On Tuesday, March 5, you will be given a number upon arrival at Grace Church. *(The doors should be open by 5:30 AM; however, please note that we do not encourage **extreme early arrival**.)* Numbered applications will be distributed at 6AM in order of your arrival #. An application will need to be completed for each child for which you are applying. Once the application is completed, a staff member will review the form to ensure it has been completed properly and that all required documents have been provided. We will make every effort to notify you by May 1 of your open enrollment status (with the exception of Kindergarten applicants who will be notified mid to late summer). Acceptance is first-come, first-serve and is based on class size with special consideration given to families who already have children enrolled in the district. If your child is not accepted on May 1, your child's name will be put on our waiting list. Please note that open enrollment will remain open until August and additional openings may become available over the summer.

### **ADDITIONAL INFORMATION:**

**\*\* Parents/Guardians are responsible for transporting their Open Enrolled child(ren) to and from their Norton school building(s). \*\***

Once your child is accepted, you will NOT need to reapply yearly; however, open enrollment may be discontinued at the discretion of Administration in subsequent years.

**Please notify the Enrollment Office or your child's school office secretary of any change of address immediately.**

**You must complete a new OE application and provide 2 PORs if you move, even if new address is within the same city.**



If you have any questions, please call Laura Danko at 330 706-2723 or...  
email: [ldanko@nortonschools.org](mailto:ldanko@nortonschools.org)