Enrollment and Residency Policy

The School admits students residing in the home district of Cincinnati Public Schools and statewide ("admissions areas"). The School serves grades K - 12 as per its Community School Contract with its Sponsor.

A child shall be admitted to the School as a student, if the child's parent resides in the School's admission areas. Residency is not determined solely by where the parents own or rent a home or an apartment, but rather by where the primary residence is and where substantial family activities take place. Any one (1) of the following documents can be used to establish proof of residency for verification of a child's ability to be enrolled. These items must be current, be in the parent's name, and include a street address. A post office box address cannot be used to validate residency records:

a. A deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill; or

b. A utility bill or receipt of utility installation issued within ninety days of enrollment; or

c. A paycheck or paystub issued to the parent or student within ninety days of enrollment that includes the address of the parent's or student's primary residence; or

d. The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence; or

e. Documented affirmation of the parent's address from the district of residence where the parent currently resides; or

f. Notarized affirmation of current address from parent or student if over age 18; or

g. A USPS return receipt from a certified letter sent to the parents by the district of residence; or

h. Written confirmation of the parent's current address from the Ohio Department of Job and Family Services; or

i. Written confirmation of the parent's current address from a local law enforcement agency; or

j. Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence and as approved by the Ohio Superintendent of Public Instruction.

If there is a change in the location of the parent or student's primary residence, the student's parent must notify the School immediately.

Upon enrollment and on an annual basis thereafter, the School shall review the residency records of students enrolled in the School and shall provide an annual verification to the Ohio Department of Education and Workforce that students are entitled to attend the School. The Principal or his or her designee will compare each submitted proof of residence with the School's EMIS records to ensure that EMIS reporting is accurate that students are permitted to enroll.

All custody or court orders pertaining to the family or student must be turned in when asked, or at admission. If the School and Parent disagree as to residency status, the Director of the Department of Education and Workforce shall determine the public school in which the student may enroll. If the School and the Student's home district (district of residency) disagree about residency, this policy shall supersede any policy concerning the number of documents for initial residency verification adopted by the student's home district. If the district of residence challenges the student's residency, the Principal may request additional documentation from the Parent, which may be provided to the student's home district.

R.C. 3314.03(A); R.C. 3314.11; R.C. 3313.64(B)(1); R.C. 3313.64(K)