

## MISCELLANEOUS FAQ's

### ENROLLMENT:

- **How long will my enrollment appointment take?**

An enrollment appointment typically takes about 20 minutes per child. If you want to enroll 3 children, it will take about an hour. The complexity of the enrollment(s), custody docs, special ed docs, missing docs, etc., are all factors in the length of time an enrollment appointment can take.

- **What can I do to help my appointment goes smoothly?**

**IMPORTANT:** Print off our online "enrollment checklist." It lists every document in detail which is needed to bring with you to your enrollment appointment. Bring copies of all of the required documents with you., i.e., lease (signed by both leasor and leasee), mortgage statement, current utility bill (dated within 30 days of your enrollment appointment), current ID, etc. (Original birth certificate is required by the State of Ohio. We will make a copy for our records.) Come prepared by bringing copies of your proofs of residency and entire custody docs (required by the State of Ohio) with you to your enrollment appointment. We do not accept e-mailed documents from you at the time of your enrollment appointment. This lengthens the time of individual enrollment appointments and can cause others to be inconvenienced. We **do** accept electronic copies of utility bills, etc. as long as it has your name, address, and current date on it. Please bring copies with you. Be sure we have your correct e-mail at the time of your enrollment appointment.

- **What document is acceptable if a birth certificate is not available?**

In lieu of a birth certificate you may provide: (1) A passport; (2) An attested transcript of the certificate of birth; (3) An attested transcript of the certificate of baptism or other religious record showing the date and place of birth; (4) An attested transcript of a hospital record showing the date and place of birth of the child; (5) a birth affidavit [O.R.C. 3313.672].

**\*During our extremely busy seasons (Nov. through March and July through September), if you are 10 minutes late to your scheduled appointment and / or are unable to provide ALL required documentation at your scheduled appointment time, we will not be able to complete your enrollment. Rescheduling will be necessary. We apologize for any inconvenience. Thank you for considering everybody's limited time, both personally and professionally.**

### ENROLLING EXPELLED STUDENTS FROM OTHER DISTRICTS:

- **My child has been expelled from another school district. If we moved to Worthington Schools, would my child be able to attend school?**

No. Worthington Schools honors all suspensions and expulsions from other school districts.

- **My child has been expelled from a Worthington School. Can we transfer to another Worthington School?**

No. Once a student is expelled from Worthington Schools, the expulsion applies to the entire district. Once the expulsion is fulfilled, the student must be re-enrolled back into Worthington Schools by re-enrolling at the Welcome Center, 200 E. Wilson Bridge Road, Worthington, OH 43085.

### ENROLLING STUDENTS LIVING OUTSIDE OF WORTHINGTON OR THE U.S.

- **Do you accept students residing outside of Worthington Schools on a tuition basis?**

No. Worthington Schools does not accept tuition students. The custodial parent must reside within Worthington Schools address boundaries in order for their child(ren) to attend Worthington Schools.

## **ENROLLING STUDENTS LIVING OUTSIDE OF WORTHINGTON OR THE U.S.**

- **Does Worthington Schools process I-20's for students from other countries?**

Unless specific districts have a specific reason for processing I-20's, such as individual districts having a specific relationship with a foreign U.S. manufacturing plant, etc. most districts in Central Ohio have chosen to not participate in the I-20 immigration program. Worthington Schools has chosen to no longer process I-20's for foreign students. If a foreign student wants an I-20 processed (official form from Immigration) to attend school in the US, we suggest investigating private schools. Because tuition is due up front for the entire year for students coming from other countries, some private schools are happy to process I-20's.

## **WHAT IS INTRA-DISTRICT OPEN ENROLLMENT?**

- **I want my student to attend a different Worthington school next year. What do I do?**

An Intra-District Open Enrollment form must be completed for those parents who choose to send their child(ren) to a different Worthington School other than the one assigned according to their address. Open enrollment applications are available at your current Worthington school, the Welcome Center or from this website and should be turned into the principal at the parent's school of choice for the principal's approval..

- **Does intra-district open enrollment mean Worthington Schools accepts students from surrounding districts?**

No. Worthington Schools does not have "INTER-DISTRICT" OPEN ENROLLMENT. We only have "intra-district" open enrollment for those families who would choose to send their Worthington student to a different school within Worthington's district boundaries, i.e., TWHS to WKHS.

## **FAMILIES ATTENDING WORTHINGTON SCHOOLS BUT NOT LIVING IN DISTRICT:**

- **A student is attending Worthington Schools and does not reside in the district. How do I report this?**

Contact the Welcome Center at (614) 450-6112 to report these incidents. We will make every effort to keep your call confidential and anonymous.

## **HOMESCHOOLING QUESTIONS:**

- **I am interested in homeschooling my student. What is the procedure?**

Questions regarding homeschooling should be directed to the Academic Achievement and Leadership Department of Worthington Schools at 614.450.6015.

## **HOW CAN I CHANGE MY E-MAIL ADDRESS WITH WORTHINGTON SCHOOLS?**

- **Why did I quit receiving e-mails from Worthington Schools?**

You can change your e-mail address within the Worthington Portal using your Worthington Schools issued logon and password. Anytime you create a new e-mail account, please remember to change your e-mail on the Worthington Portal to not miss any important information concerning the student(s) in your family that may attend Worthington Schools.

## **SHARED RESIDENCY ENROLLMENTS:**

- **I have moved in with a friend/relative and do not have proof of residency. How can I enroll my child in school?**

We do understand there are situations that may require a family to move in with another family/relative. In these situations, you may complete a Shared Residency Affidavit (form found on our website); one side is for the primary resident, the other side is for you. This will require the homeowner / renter to provide us with their photo ID and three current proofs of their residency (typically mortgage statement or signed lease and two current utility bills). You, as the secondary resident, will also need to provide your current photo ID and three proofs of residency. One proof is needed immediately; the other two may be provided within 30 days. If you do not have any utilities in your name, your proofs may consist of a recent payroll stub, car insurance, bank statement, US Postal Service address change confirmation, charge card bill, etc. If and when you establish your own residency, you will need to immediately complete a change of address form and provide the Welcome Center with your new lease/mortgage statement and a current utility bill within 30 days of moving.

## **WE HAVE MOVED. NOW WHAT?**

- **We've moved. How do I change my address?**

Families do not have the capability of changing their U. S. Postal address in our computer system. If you've moved, please come to the Welcome Center at 200 E. Wilson Bridge Road, Worthington, OH 43085 and bring your new lease or mortgage statement, a current utility and an ID. You will be asked to complete a change of address form.

- **We've moved. How do I change my child's transportation?**

If you've moved, please come to the Welcome Center. Bring your new lease or mortgage statement, current utility and an ID. You will be asked to complete a change of address form before we can change the transportation for your child(ren).