

## **ANN JERKINS-HARRIS ACADEMY OF EXCELLENCE ADMISSIONS AND ENROLLMENT POLICY**

Adopted by the Governing Authority on October 2, 2025

### **Purpose**

The purpose of this policy is to ensure that Ann Jerkins-Harris Academy of Excellence (AJHAE) provides an equitable, inclusive, and compliant admissions process consistent with Ohio Revised Code §3314.06 and other applicable state and federal laws. AJHAE admits students without discrimination and guarantees equal access to education for all eligible children, including those who are homeless or undocumented/illegal aliens.

### **Policy Statement**

Ann Jerkins-Harris Academy of Excellence is a public community school open to all students who reside in the State of Ohio. No tuition is charged, and no student shall be denied enrollment based on race, color, creed, religion, sex, national origin, disability, homelessness, immigration status, or lack of documentation. Admission is subject only to grade-level capacity and statutory lottery procedures.

### **Eligibility and Admission by Grade**

#### **Kindergarten Admission**

- A child is eligible if they turn five (5) years old on or before September 30 of the school year, per ORC 3321.01.
- Required documentation: birth certificate or other legal proof of age, immunization record, and proof of residency (or appropriate McKinney-Vento affidavit if homeless).
- Early admission may be considered per ORC 3321.01(B) and school readiness criteria.

#### **First Grade Admission**

- A child is eligible if they turn six (6) years old on or before September 30 or has completed kindergarten at a recognized school.
- Transfer students must present academic and immunization records if available. Lack of records shall not delay enrollment, particularly for homeless or immigrant students.

#### **Admission of Students from Outside the District**

- AJHAE accepts applications from any Ohio resident regardless of district boundaries.
- Students transferring from another Ohio district or charter must provide available records (proof of residency, birth record, immunizations, withdrawal form, report card).

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www.ajhae.org*

- Failure to provide all documents at the time of enrollment shall not prevent provisional admission if the parent/guardian demonstrates intent to obtain them.

### **Homeless Students**

Pursuant to the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 et seq.) and ORC 3313.64, no student identified as homeless shall be denied enrollment due to lack of documentation, previous school records, proof of residency, guardianship, or immunization records.

The school's Homeless Liaison will assist families in obtaining necessary documentation, coordinating transportation, and ensuring immediate enrollment.

Homelessness includes students living in shelters, motels, cars, campgrounds, temporary housing, or doubled-up with others due to economic hardship.

AJHAE will ensure full participation of homeless students in all academic and extracurricular activities without barriers.

### **Students Who Are Undocumented or Non-Citizens ("Illegal Aliens")**

In compliance with Plyler v. Doe (457 U.S. 202 (1982)), Ohio Revised Code §3313.64, and federal civil rights law, AJHAE shall not inquire into or require disclosure of a student's or parent's citizenship or immigration status.

The absence of a Social Security number, birth certificate from the United States, or legal residency documents shall not prevent enrollment.

The school will accept alternative proofs of age or identity such as hospital records, baptismal certificates, affidavits, or other reliable forms.

All students, regardless of immigration status, are entitled to equal access to AJHAE's educational programs and services.

### **Enrollment Procedures**

#### **1. Application Process**

- Enrollment applications are accepted on a first-come, first-served basis during open enrollment as set by the Governing Authority.

- If applications exceed available space, a public lottery will be conducted as required under ORC 3314.06(B).

#### **2. Required Documentation (When Available)**

- Proof of age

- Proof of residency or homeless verification affidavit

- Immunization record (or plan to obtain one within 14 days, per ORC 3313.671)

- Custody papers (if applicable)

- Previous school records (if available)

#### **3. Provisional Admission**

- Students lacking complete documentation (including homeless or immigrant children)

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must be immediately enrolled. The school shall assist families in obtaining missing records within a reasonable timeframe.

**4. Priority Enrollment**

- Currently enrolled students
- Siblings of enrolled students
- Children of current employees or Governing Authority members (as permitted by law)

**Notice of Acceptance and Waitlist**

Families will receive written notice of acceptance or waitlist status. Enrollment is complete once all available documentation is verified or provisional enrollment requirements are met.

**Non-Discrimination and Equal Access**

Ann Jerkins-Harris Academy of Excellence prohibits discrimination in all educational practices, programs, and activities in accordance with Title VI, Title IX, Section 504, and the Americans with Disabilities Act (ADA).

**Withdrawal and Re-Enrollment**

- Students who withdraw may reapply for future enrollment.
- AJHAE shall promptly release student records upon request, consistent with ORC 3319.321 and FERPA guidelines.

**Recordkeeping and Compliance**

The Superintendent shall ensure maintenance of accurate enrollment records, compliance with ODEW regulations, and annual review of procedures under ORC 3314.06 and 3313.64.

**Policy Review and Revision**

This policy shall be reviewed annually by the Governing Authority to ensure compliance with updated federal and state statutes.

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Sonya Loggins, Superintendent/Principal

Date: \_\_\_\_\_

\_\_\_\_\_

Board Chair, Governing Authority

Date: \_\_\_\_\_

Approved by the Governing Authority on \_\_\_\_\_