



## **NORTH FORK LOCAL SCHOOL DISTRICT 2021–2022 OPEN ENROLLMENT APPLICATION PROCESS**

We are pleased to announce the launch of our new online parent portal called **LINQ Registration**. This system will allow parents to access important information, complete all the annual student forms online, enroll new students, apply for open enrollment, and more! Some features are available now and more will be added in the near future.

The Open Enrollment Application for the 2021-22 school year is currently available and will be completed through this new portal. **There will be no paper applications.**

### **OPEN ENROLLMENT TIMELINE:**

Open Enrollment application period begins – April 15

**On-time priority application deadline – May 15 (these applications will be given priority)**

Late application period – May 16-August 18

Once the late application deadline date has passed, applications for open enrollment will NOT be accepted until the following Spring for the next school year.

**Please note:** Due to the uncertainty of COVID 19 restrictions, the return of resident students who were remote learning this year, and the district's anticipated enrollment next year, space is limited and we may not be able to accept open enrolled students for some grade levels.

### **TO APPLY:**

First, gather your proof of residency. It must be current, must be in the custodial parent's name, and must be one of the following:

- Rental or lease agreement with custodial parent's name
- Copy of current public utility bill (water, gas, electric, land-line phone, or cable)
- Copy of current government mailing (child support, gov't assistance, tax mailing)
- Copy of current bank statement
- Copy of current paycheck or paystub

Visit the LINQ Registration portal at: <https://northforklocalschools.esvportal.com>

Create an account.

Select "**Add Student.**"

Select "**Open Enrollment**"; enter the requested information.

Select "**Begin Open Enrollment**"; enter the requested information.

Select "**Upload Document**"; upload a current proof of residency.

**Sign electronically**; enter the remaining information.

Select "**Save & Submit.**"

Applications will be reviewed in the order they are received.

Applications will not be considered complete without a current proof of residency.

Parents who do not have access to online services may call **Student Enrollment at (740) 892-2014** for further assistance.

We ask that you be patient with us as we work through any issues that may arise with this new system.

Please let us know if you have moved into the North Fork District and no longer need to apply for open enrollment.

## Open Enrollment Application Guidelines

- A. The number of openings in a particular program for statewide-district students will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.
- B. Applications for admission from statewide district students may be submitted to the Superintendent in this District.
- C. Applications from statewide-district student will not be considered until April 1st.
- D. Applications expire at the end of each school year. Statewide-district student must submit an application for the following school year during the open enrollment period beginning in April.
- E. When a statewide-district student submits an application, s/he is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No statewide-district student will be enrolled in a program or course of study who has not met the prerequisites established for District students and tuition students.
- F. Applications from statewide-district students under an I.E.P. shall not be considered if the District is not currently providing the services called for in the I.E.P.
- G. Other enrollment factors being equal, statewide-district students will be accepted on the basis of the date of receipt of the application. Revocations of application or transfers back to the statewide-district students' home schools will be in reverse order of date received.
- H. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If a statewide-district student becomes disabled under Section 504 or the staff finds out that a statewide-district student is in need of services in accordance with an I.E.P., it will provide appropriate services. The student, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the Superintendent shall notify the statewide-district to determine if it wants to arrange for the services or have the District arrange for them at the statewide-district's expense.
- I. Enrollment in a program or school shall be subject to an agreement that transportation of the statewide-district student to the school is provided for by the student, his/her parents, or the statewide-district. Exceptions to this requirement may need to be made for disabled students.
- J. Applications may also be rejected if the student has been suspended or expelled for ten (10) days or more during the semester of application or the preceding semester. Students may be returned to their home school pending disciplinary action that constitutes an expulsion for ten (10) or more days, or consistent behavioral issues.
- K. Proof of residency must be attached to application to be considered.

### **Documents accepted for Proof of Residency (one of the following):**

- Rental or lease agreement with custodial parent's name
- Copy of current public utility bill (water, gas, electric, land-line phone, or cable)
- Copy of current government mailing (child support, gov't assistance, tax mailing)
- Copy of current bank statement
- Copy of current paycheck or paystub