

Frequently Asked Questions for Schools: Community School Closure

The purpose of this document is to outline steps schools and districts should take to quickly and smoothly enroll students who previously attended a now-closed community school. Schools and districts across Ohio should prioritize the enrollment of those students, enabling them to continue their educational experiences in an efficient fashion. Schools and districts also should take every effort to welcome those students into their new learning environments. The Department appreciates the education community's responsiveness shown to families across the state, and we stand ready to assist as you work through any issues that might surface.

A community school closed and students are trying to enroll in our school. What are our requirements?

Resident districts: Districts are required to accept students who are residents within their district boundaries up to age 22. No prior school records are required for enrollment purposes.

Community schools: Community schools should enroll students pursuant to the contract with their sponsor and their enrollment policies. Similarly, no prior school records are required for enrollment purposes.

We're having trouble getting student records from the closed school. How can we continue the enrollment process?

Districts should be flexible with students and work with any records the student may have while the official transfer of records is pending. Students are not required to have records to be enrolled.

How will we obtain the official records for these students?

The community school sponsor is responsible for ensuring the timely transfer of student records. Appropriate contact information will be forthcoming.

A newly-enrolled student is participating in College Credit Plus courses. What should I do?

Transferring schools should not disrupt a student's ability to participate in College Credit Plus courses. Further guidance will be forthcoming.

A newly-enrolled student is participating in career technical education courses. What should I do?

Schools should gather as much information as possible regarding students enrolled in career technical education programs and work diligently to find appropriate placements.

We're enrolling seniors mid-year. How do I handle graduation requirements?

Districts should continue to follow their policies for students enrolling mid-year and treat them with the same fairness and consistency as you would other transfer students.

How do I address families who want to home school their student?

Some families may decide to home school students. Please ensure that your staff understands and follows the requirements for home schooling and works with the families to ensure they

understand the process. You may refer parents to the [Ohio Department of Education's website](#). Please be careful not to impose additional barriers or restrictions on these families.

Am I required to report new students for truancy?

The school's primary focus should be to get students enrolled and engaged in learning activities. With regard to a student's past absences, the Department asks that schools be flexible to help students through this transition.

If you have district or school related questions, who do I contact at ODE?

Please send any questions to superintendent@education.ohio.gov with "ECOT Transition" in the subject line.