

(Guidelines)

OFFICE OF THE SUPERINTENDENT
CRESTWOOD LOCAL SCHOOL

STUDENTS
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ADMISSION OF STUDENTS PARTICIPATING UNDER
INTER-DISTRICT OPEN ENROLLMENT

Open enrollment applications will be accepted annually through the Crestwood Pupil Services Office from March 1st - June 15th. An application will not be processed if it is not filled out completely and correctly and submitted with the required documentation. A separate application and agreement must be submitted for each student requesting admission to the Crestwood Local Schools.

****IMPORTANT NOTE: AT LEAST ONE PROOF OF RESIDENCY MUST ACCOMPANY THIS FORM (i.e., deed, lease/mortgage agreement, purchase/construction contract, current property tax statement, official voter registration card, an electric or gas bill, or a notarized affidavit of residency (Form 5111 F2a) if none of the other proofs are available or if you live with someone else.**

Each principal shall notify the Pupil Services Director by April 1st of the programs and classrooms, which have space available for students from another school district. The Director shall work collaboratively with the Principals and the Superintendent to determine the number of students to be accepted into Crestwood local Schools based upon the projected enrollment no later than June 10th.

Application for Admission

Applications for open enrollment will be approved or denied on the following basis:

- Space:** The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program or classroom which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.
- Behavior:** No student who has been suspended or expelled from school for more than (10) consecutive days during the present or most recent semester will be accepted.
- Custody:** Legal proof of custody will be required.
- Attendance/
Tardies:** Students shall adhere to the district's attendance policy
- Transportation:** Parents are responsible for the transportation to and from school of their child(ren) accepted for open enrollment at the Crestwood Local Schools. School transportation may be provided only within the limits of the Crestwood Local Schools.
- Special Education:** 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 student from another Ohio district becomes disabled under Section 504 or the staff finds that a student from another Ohio district is in need of services in accordance with an IEP, it will provide appropriate services. The parents of 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 Pupil Services Director shall notify the other Ohio district to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense. **A copy of the student's current IEP and MFE must be provided prior to registration.** Applications from students from other Ohio districts who have an IEP shall not be considered if the District is not currently providing the services called for in the IEP or if the District's current special education class size for which the student is eligible for is already 80% full (in accordance with state mandated class size.)

Fee Payment:

All fees pertaining to a grade level, program, or course and paid by parents of a resident student will be payment required by family of students accepted for open enrollment. Failure to pay the fees as expected will be grounds for the student to be denied continued enrollment in Crestwood Local Schools.

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Capacity Limits:

The district reserves the right to limit open enrollment if the enrollment of the grade level being requested exceeds student/teacher ratios established by the administration. The ratios are as follows:

Grades	Enrollment Limit
Grades K-2	A ratio of 22 students to one teacher
Grades 3-5	A ratio of 25 students to one teacher
Grades 6-8	A ratio of 26 students to one teacher
Grades 9-12	A ratio of 26 students to one teacher

Exceptions to these class sizes may be approved by the Superintendent or designee depending upon the scheduling requirements of the school and the student. Space available basis is defined by seating availability, state maximum enrollment in vocational and special education programs, and other limiting factors. *All kindergarten students must meet Crestwood Local Schools’ age requirements for admission. Open enrollment students for “all day” kindergarten are subject to the same tuition requirements as native Crestwood students.*

Criteria for Acceptance:

Applications will be considered on an individual basis according to the order in which they are received into the Office of Pupil Services. The date and time received will be noted on each application. The Office of Pupil Services will provide written notification of approval or denial to all applicants and all appropriate school districts annually. March, April, and May applicants will be notified no later than June 25th. June applicants will be notified no later than August 15th. The Pupil Services Director shall be responsible for informing the adjacent districts of the availabilities for inter-district open enrollment annually.

Students must be eligible to be enrolled in their district of residence prior to acceptance in the open enrollment program. All applicants, once accepted, must remain in the District for the duration of the school year.

All approved open enrollment applications are in effect for one (1) school year only. **Students who are accepted for open enrollment will be required to reapply each year.** Enrollment levels will determine annual approval. Approval one year does not guarantee approval in the future.

Applicants may be rejected if the racial balance of either the sending Ohio district or Crestwood Local Schools’ program, classroom, or school would be negatively impacted, as defined in Policy 5113.

All credits earned by entering high school students will be accepted. However, once enrolled in the Crestwood Local Schools, students will be required to meet all Crestwood High School graduation requirements, including passage of all the appropriate assessments, in order to receive a Crestwood High School diploma.

Ohio High School Athletic Association (OHSAA) rules will govern all athletic eligibility decisions.

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